



*Register of Standing Orders posted.*

Standing order.		Manual rules affected		Date of receipt.	Initials of person by whom posted, and date of posting.
Number.	Date.	Chapter.	Paragraph		
19	31 <sup>3</sup> / <sub>18</sub>	-	730		
20	"	-	165		
21	"	-	Rules 5-192		
22	"		210 ff		
23	"	-	216		
24	"	Appendix 11	entry 79		

*[Signature]*  
 14/9/18

## Register of Standing Orders posted—(continued).

Standing order.		Manual rules affected		Date of receipt.	Initials of person by whom posted, and date of posting.
Number.	Date.	Chapter	Paragraph		
25	31 <sup>2</sup> <sub>18</sub>	Appx 11	Entry 92A		
26	"	-	P. 395		
27	"	" 6	Page 27		
28	"	" 11	Item 21		
29	"	" 29	-		
30	"	" 31	5—Paron		
31	"		Paron 127		
32	"		- 126		
33	"	<del>VI</del> <del>III</del>	242		
34	"	-	444		
35	"	<del>XI</del>	616		
36	"	Appx 14	Page 159		
37	"	" 14	Entry 177		
38	"	" 14	" 2		



*Register of Standing Orders posted—(continued).*

Standing order		Manual roles affected.		Date of receipt.	Initials of person by whom posted, and date of posting.
Number.	Date.	Chapter.	Paragraph		





# MANUAL OF ORDERS

IN THE

BUILDINGS AND ROADS BRANCH OF  
THE PUBLIC WORKS DEPARTMENT,  
UNITED PROVINCES.

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## VOLUME I.

THIRD EDITION.

*Revised and corrected to 30th September, 1916.*



ALLAHABAD:

PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS, UNITED PROVINCES.

1917.





## NOTICE.

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No charge will be made for copies of the Buildings and Roads Manual of Orders supplied to Heads of offices in the United Provinces for official use.

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The Superintendent, Government Press, Allahabad, will supply Heads of offices and purchasers who keep him acquainted with their addresses, gratis, with the number of copies of the Standing Orders corresponding to the number of copies of the Manual supplied.

A. WOODS,

*Under Secretary to Government,*

*United Provinces, P. IV. department,*

*Buildings and Roads branch.*



## OBSERVATIONS.

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I.—The following abbreviations and signs are used in this Manual: (1) References to paragraphs in the Buildings and Roads Manual are made by open figures, thus: M. 16. (2) References to paragraphs in the Public Works Code are exhibited thus: C. 16.

II.—Marginal references to the Manual of Orders of Government, United Provinces, are denoted by the prefix M. G. O., the Department being shown by Roman figures; thus a reference to the Financial department section of that Manual is denoted by M. G. O., X.

III.—Circulars and Orders of the Government of India are referred to as G. G. O.

IV.—Other references are, as a rule, inserted chiefly to indicate the source of the subject matter, and not as authorities to be quoted.

A. R. I.—Army Regulations, India.

C. A. C.—Civil Account Code.

C. S. R.—Civil Service Regulations.

M. A. R.—Manual of Public Works Accounts Rules.

D. B. M.—District Board Manual.

I. M. O.—Irrigation Branch Manual of Orders.

V.—In referring to this Manual there is no need to quote the chapter; the number of the paragraph will suffice.



# P. W. D. MANUAL OF ORDERS.

## BUILDINGS AND ROADS BRANCH.

Correction list for the quarter ending the 31st March, 1918.

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Number.	Date.	Section.	Subject.
19	31st March, 1918.	Communications	Adds a new paragraph 730A.
20	Do. ...	Establishment	Adds a new note (3) to paragraph 165.
21	Do. ...	Do.	Makes some additions to rule V paragraph 191.
22	Do. ...	Do. ...	Inserts a new sentence after the words "Allowance and pension" in line 11 of paragraph 210A.
23	Do. ...	Do. ...	Adds a new note to paragraph 216.
24	Do. ...	Do. ...	Substitutes a new note for note (iii) in entry no. 79, Appendix 11
25	Do. ...	Do. ...	Inserts a new entry no. 42A in Appendix 11 on page 54.
26	Do. ...	Civil Buildings	Adds a new note to paragraph 165.
27	Do. ...		

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GOVERNMENT, UNITED PROVINCES.  
PUBLIC WORKS DEPARTMENT.  
BUILDINGS AND ROADS BRANCH.

ERRATA.

MANUAL OF ORDERS, VOLUME I, THIRD EDITION.

- (1) Paragraph 9, page 2, marginal reference, for "1 C. 4" read "C.14."
- (2) Paragraph 23, page 7, marginal reference transfer against paragraph 22, and for file no. "12/4-B-1(a)" read "12/4-B-1(a)-1."
- (3) Paragraph 27(16), page 8, marginal reference, for "III, 3 345-A" read "III, 345A."
- (4) Paragraph 22 (note) page 10, marginal reference transfer
- (5) :  
1900 read "24th April, 1900."
- (6) Paragraph 40, page 12, footnote (f), for "8th March, 1908" read "15th May, 1912."
- (7) Paragraph 41, page 13, table (heading last column), for "E. 62" read "C. 62."
- (8) Paragraph 43, page 14, marginal reference, for file no. "2B-2818" read "2B-281-S."
- (9) Paragraph 64, page 20, insert a fullstop after "form no. 6" in line four and strike out the remainder of the first sentence.
- (10) Paragraph 81, page 26, the reference in last line, for "6th October, 1213" read "6th October, 1913."
- (11) Paragraph 84A, page 27, strike out the mark "†" at beginning of the reference in the last line.
- (12) Paragraph 102, page 34, marginal reference, "C.291" transfer against paragraph 103.
- (13) Paragraph 119, page 41, note (1), line 2, for the seventh word "on" read "an."
- (14) Paragraph 139, page 45, marginal reference, for "M. 267" read "M. 257."
- (15) Paragraph 175, page 54, in line 3 after the words "asked for" for "he" read "be."
- (16) Paragraph 181, page 55, in line 2 of the note under this paragraph after the words "be required" for "at" read "an."



## PREFACE TO THE FIRST EDITION.

---

THE necessity for recasting the revised digest of orders in the Buildings and Roads branch of the Public Works department of these provinces, which was published exactly 10 years ago, has been recognized for some time past; and the want of a complete and authoritative manual, laying down clearly the orders of the Local Government on all questions relating to the initiation and execution of public works, has been felt not only by the members of the Public Works department but also by the numerous civil and departmental officers, local boards and others having dealings with the Public Works department. The preparation of the manual of orders in its present form was entrusted to Mr. L. B. Simeon, Executive Engineer, in 1893, when holding the appointment of Under Secretary to Government and Personal Assistant to the Chief Engineer, and was practically completed in 1894. The recent publication of the seventh edition of volume I and the fifth edition of volume II of the Public Works Code, whilst rendering the old digest of orders and many of the circulars of the Local Government quite obsolete, has also necessitated the entire recasting of the manual as completed in 1894.

This work has been done by Mr. Simeon in addition to the duties of a provincial division. The rules contained in the manual have been subjected to the criticisms of the Examiner of Accounts and selected Public Works officers, and have been practically subjected to the test of a year's working. Mr. Simeon has brought to bear upon the subject an extensive practical knowledge of the working of the department, and has

spared no pains to make the manual as complete a guide as possible to the rules under which the department conducts its multifarious duties; and as a reference in matters of procedure, as well as of accounts, its value will no doubt be appreciated.

**J. G. H. GLASS,**  
*Secretary to Government,*  
*United Provinces of Agra and Oudh,*  
*P. W. D., Buildings and Roads branch.*

LUCKNOW :

31st March, 1895.

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### **PREFACE TO THE SECOND EDITION.**

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THE issue of the eighth edition of volume I and sixth edition of volume II of the Code and the numerous standing orders to this manual have necessitated a reprint of the manual. The revision was carried out under the supervision of Mr. W. G. Wood, Executive Engineer, Under Secretary to Government and Personal Assistant to Chief Engineer.

**W. H. NIGHTINGALE,**  
*Secretary to Government,*  
*United Provinces of Agra and Oudh,*  
*P. W. D., Buildings and Roads branch.*

31st March, 1902.

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### **PREFACE TO THE THIRD EDITION**

---

THE revision of the manual of orders, Buildings and Roads branch, has been rendered necessary by (1) the delegation of enhanced powers and (2) the re-organisation of the Royal Commission on Decentralisation.

(ii) the better constitution of district boards which now have complete control and administration over all property and funds vested in them, and (iii) the amalgamation of the civil and public works accounts.

2. Since the publication of the second edition of the Buildings and Roads manual of orders in 1902, revised editions of the Public Works Codes (volumes I, II and III) have been issued in 1907-8, the rules relating to administrative and technical sanction of projects and also the preparation of the Public Works budget estimates have been revised and rearranged, and many orders contained in the Civil Service Regulations, the District Board Manual and other manuals and regulations which were referred to in the Buildings and Roads Manual have been omitted. Opportunity has been taken to bring the several references up to date.

3. The third edition has been divided into two volumes for convenience in handling. The *first volume* contains orders which are of frequent application, the *second volume* consists of appendices which embody detailed instructions or tabulated schedules connected with important business of the department, such as the reorganization of the engineer establishment, municipal projects, contracts and law suits, a summary of powers exercised by departmental officers, weeding of records, assessment of rents on residential buildings, and the like: these matters are mentioned in the first volume, but only occasional reference is necessary to the detailed instructions.

After the last chapter in the first volume is given a table showing where the rules in the second edition are to be found in the third edition of the manual. The *index* is printed at the end of the first volume.



4. The revision has been carried out by Pandit Bhasker Dubey, a retired superintendent of the Public Works department Secretariat, whose 43 years' experience of departmental procedure in the Secretariat and in certain divisional and sub-divisional offices combined with an excellent memory and great powers of application, has made the work of the supervising officers a comparatively easy task.

The work on chapters I and II was supervised by Captain W. de H. Haig, R.E., Under Secretary to Government and Personal Assistant to the Chief Engineer, and the remainder by his successor Mr. A. Woods, Executive Engineer.

W. G. WOOD,  
*Secretary to Government,  
 United Provinces of Agra and Oudh,  
 P. W. D., Buildings and Roads branch.*

NAINI TAL :

*The 10th October, 1916.*

GOVERNMENT OF UNITED PROVINCES  
OF AGRA AND OUDH.

# MANUAL OF ORDERS

IN

## THE PUBLIC WORKS DEPARTMENT, BUILDINGS AND ROADS BRANCH,

### Chapter 1.—Organization.

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#### Introductory.

**1.** The fundamental guide on all matters relating to Public Works departmental procedure is the Public Works department Code. The introduction of the new system of budget procedure regarding the Provincial budget, and the amalgamation of the Civil and the Public Works accounts have rendered it necessary to issue from time to time rules and regulations in amplification, and in a few instances in modification of the Public Works department Code.

NOTE.—Since the passing of the District Board Act (Act III of 1906), all business relating to public works of district boards, so far as it concerns the Public Works department, is conducted in accordance with the rules made by Government in the Local Self-Government department and embodied in the District Board Manual.

**2.** This Manual contains all such rules and regulations of the Local Government, relating to, or affecting the procedure of, the Buildings and Roads branch of the Public Works department in this province, both in its internal administration and in its relations with all other departments of the Government service, as are at present in force.

## INTRODUCTORY.

**3.** Except where the contrary is expressly stated, i. e., where a paragraph or paragraphs of the Public Works department Code are stated to be cancelled or modified by orders in the Manual, the contents of this Manual are to be considered as supplementary to the Public Works department Code.

**4.** It has accordingly been the endeavour to arrange the Manual, chapter by chapter and paragraph by paragraph, on the lines of the Public Works Code; and, in order to facilitate reference, each paragraph (or group of paragraphs) in the Manual is, where possible, connected with the part of the Code to which it relates by the references in the margin. Matter which could not be conveniently linked to any particular paragraph in the Code has been placed in that part of the Manual where it appeared to best fall in with the tenor of the subject.

**5.** No general rulings of other departments in this province are applicable to the Buildings and Roads branch of the Public Works department, unless they are contained in this Manual or shall be hereafter published in the Public Works department.

**6.** With the exception of certain orders quoted in this Manual as still in force, no order of the Local Government relating to the subjects herein dealt with, passed before the issue of this Manual, should be quoted or trusted to in deciding, or in submitting for orders, any question regarding the business of this branch of the department. If any officer thinks that any order of the Local Government relating to questions of administrative procedure not embodied in this Manual ought to be revived, he should refer the question through the proper channel to the Local Government. Without special authority no such order is valid.

**7.** Hereafter, the substance of all administrative orders of a permanent nature, issued by the Local Government in the Buildings and Roads branch of the Public Works department, and of such orders or portions of orders of this Government in other departments, as affect this branch of the Public Works department, will be embodied in this Manual in the form of Standing Orders.

**8.** When the Civil Service Regulations or other rules require the specific sanction of the Local Government in any case, the order conveying such sanction will clearly indicate that it has been accorded by the Local Government; and all such orders or sanctions will be communicated to the Accountant-General, United Provinces, in such form as will enable him to accept them as orders or sanctions of the Local Government.

## Establishment.

**9.** Superintending Engineers should grant the quinquennial increases of sub-officers as they become due, except when

## ESTABLISHMENT.

the confidential reports are unfavourable, when they should consider the propriety of withholding the increments for a fixed time or indefinitely, and report their action to the Chief Engineer for confirmation. A sub-overseer whose increment has been withheld indefinitely will ordinarily be considered disqualified for further promotion.

**10.** Under *petty establishment* are included watchmen and other menials attached to certain civil buildings, provincial inspection bungalows, bridges, and other works, whose appointments are of a distinctly *permanent* character, and who are not properly chargeable to "Works". Provincial inspection bungalow chaukidars are non-pensionable in the case of men appointed on or after the 1st April, 1895.

All other new appointments in the miscellaneous petty establishment of the Public Works department are, with the following exceptions, non-pensionable after the 1st November, 1900. [G. O. no. 653-E/49, dated the 19th March, 1901, and G. O. no. 1218-E/654, dated the 25th Jul., 1900] :—

- |                        |                                       |
|------------------------|---------------------------------------|
| (1) Store keeper—Agra. | } B. R. file no. 48E, serial no. 119. |
| (2) Ditto —Lucknow.    |                                       |
| (3) Ditto —Naini Tal.  |                                       |
| (4) Ditto —Garhwal.    |                                       |
| (5) Ditto —Allahabad.  | } B. R. file no. 962E, serial no. 30. |
| (6) Ditto —Jhansi.     |                                       |

The pensionable establishment is provided in the budget under Petty Executive Establishment while the non-pensionable is provided under "Works", i. e. in the repair grant of the building, etc., concerned.

NOTE.—The orders of the Local Government in respect of the classes of servants who should be regarded as "Menials" are printed in Appendix I.

## Appointments—executive branch.

**11.** Qualified lower subordinates may be promoted temporarily to the upper subordinate establishment in the place of upper subordinates on furlough or deputation, provided the establishment is below the sanctioned scale.

**12.** The following rules should be observed in the production of health certificates :—

- (i) A candidate for government service must furnish a certificate of physical fitness, signed by the Civil Surgeon of the district in which the office is situated or in which the candidate desires to commence his service.

G. 47, 187.  
G. O. O. (P.  
W. D.) no.  
16120, dated  
6-6-1899.  
M. G. O.,  
X-1337,  
C. S. R.  
49-50.

M. G. O.,  
X-1330(54).

- (ii) The Civil Surgeon should grant the certificate only on the written request of the head of the office or department concerned.

NOTE.—When such request is made, the Civil Surgeon should be asked to affix the candidate's left thumb impression on the certificate. This impression should, afterwards, be verified with that recorded in the space provided on the reverse of the title page of the service book, by the Head of the office.



## APPOINTMENTS—EXECUTIVE BRANCH.

men on the ground of practical qualifications, but these appointments should ordinarily be reserved for qualified members of the temporary or works establishment, and the number thereof should not, without the previous sanction of the Chief Engineer, exceed one to every three vacancies in the permanent establishment. In these cases a certificate, signed by a District Engineer

than directly from the Thomason Civil Engineering College, Roorkee, the Principal should be applied to for any information that he may possess regarding them, but no person shall be appointed as a sub-overseer in this province unless, for at least three years previous to this appointment, he has resided in the province. Sub-overseers of the higher grades are, except with the sanction of Government for service in special appointments, promoted from Sub-overseers of the next lower grade, who are recommended for advancement on the ground of good service in that grade. No Sub-overseer of the 3rd grade will be promoted to the 2nd grade until he has served on works, though not necessarily as a Sub-overseer on the permanent establishment for five years, and is reported to be practically qualified for the charge of a section. He must also be able to prepare plans and estimates for ordinary works. In all cases a preference will be given to men able to render their accounts and carry on their correspondence in English, and, except for very special reasons, no Sub-overseer not so qualified will be promoted to the 1st grade.

All Sub-overseers, not drawing the lower rate of pay on account of want of proficiency in English, are required to render their accounts and carry on their correspondence in English. Divisional and District Engineers should encourage subordinates to improve their knowledge of the English language.

**16.** Appointments to vacancies in the permanent Lower Subordinate staff will be probationary. After the three appointments to the Roorkee the remaining Superintending Engineers concerned under the power delegated under C. 50 and 293 (n); but confirmation in the appointment requires the sanction of the Chief Engineer.

R. R. file  
no. 1085E,  
serial nos.  
2—G.

**16A.** The relative position of the 3rd grade of suboverseers in a that the names of (I) passed Roorkee College, shall be shown above the names of (II) out-

R. R. file  
no. 1487E,  
serial Nos.  
2—G.



APPOINTMENTS—EXECUTIVE BRANCH.

**22.** As district boards are permitted to contribute for pension in the case of Sub-overseers, the transfer of Sub-overseers between the Public Works department and the District Board is possible, vide Financial department G. O. no. 544/X—1-41, dated the 7/10th February, 1906.

**23.** The power of dismissing a probationary Sub-overseer, 3rd grade, will rest with the Superintending Engineer for the first year of probation. At the end of that period, if the Sub-overseer has given satisfaction, he will be recommended to the Chief Engineer for a further year's probation. The power of dismissal during the second year, and at its close the confirmation of the Sub-overseer as permanent in the appointment, will rest with the Chief Engineer. A copy of this final order will be communicated to the Accountant-General by the Chief Engineer's office.

**24.** Reports on General—P. W. D. form no. 4 will be submitted to the Superintending Engineer at the close of every six months' probation. The first two will accompany the Superintending Engineer's recommendation (if made) at the end of the first year. All four reports will be submitted to the Chief Engineer at the close of the second year. They should be in the handwriting of the reporting officers.

**25.** No departure can be made from the above rules, except in very special cases where the Chief Engineer may decide, on strong recommendations by the Superintending Engineer, to make an appointment in the 2nd or 1st grade, in the event of there being a permanent vacancy in either grade.

**26.** A report on a probationary overseer should be submitted every six months on General—P. W. D. form no. 4 and in the manner prescribed for Sub-overseers, M. 24-25.

Appointments, promotions and transfers in office and petty establishments.

**27.** The following rules regarding the residential and educational qualifications for appointments:

Provincial funds in English offices under the control of the Government of the United Provinces, unless he has obtained the school-leaving certificate of this province, or a degree of the Allahabad University, and preference shall (caeteris paribus) be given to those candidates who possess such a degree.

Provided that, up to the 1st July, 1910, any person who has passed the entrance or matriculation examination, or the school final examination of the Allahabad University before 1915, and has, before the 1st July, 1915, been entertained as a clerk or apprentice in the office, may be appointed or promoted to such a post if no more suitable candidate in possession of the school leaving certificate is available.

Provided also that after the 1st July, 1910, the matriculation examination of the Allahabad University shall be accepted in reports of appointments to

B. R. file no.  
12/1B 1(a)-4  
D. R. M., III  
page 80.  
(C.S.B. 750.)

C. 205.

C. 51, 52.  
G. A. D. no.  
800/111-154,  
dated the  
21-6-1909.  
(serial no 51,  
B. R. file  
33B/5E.)  
G. A. D. no.  
1152/111-  
154, dated  
the  
14-8-1909.  
(serial no.  
90, B. R. file  
33B/5E.)



## APPOINTMENTS, PROMOTIONS AND TRANSFERS IN OFFICE AND PETTY ESTABLISHMENTS.

Government service in districts where school-leaving classes have not been working for at last four years before the date of appointment. [G. A. D. Resolution no. 621-III-91, dated the 27th March, 1916].

(2)

(3) The same rule shall apply to appointments or promotions to posts paid from Imperial or Provincial funds under the control of the Government of the United Provinces, which are not appointments in offices, and for which no special departmental or other rules of educational qualifications exist.

(4)

(5) The above rules do not apply to—

(i) appointments to which special departmental rules are applicable;

(ii) pensioners temporarily reappointed by the Local Government,

(iii) cashiers (serial 5 of B. R. file no. 838E).

(6) For European schools, the leaving certificates of high and collegiate

G. A. department  
Resolution no. 902/  
III—368,  
dated the 8.  
7-1914.

(8)

(9) Unless by virtue of a general order passed after the issue of these rules by the Local Government for a particular post, no appointment shall be made unless for at least three years in the province.

(10)

(11) Every Head of a department, Engineer, is authorized from time to time to ex-

consideration by the Head of the department Engineer at each step of promotion

(12) The above rules as to educational qualifications requisite, need not ne-

Serial no. 79  
—83 of B. R.  
file no. 571E.

be.

Note.—Officiating or temporary appointments lasting or likely to last for not more than three months may be exempted by Executive Engineers [B. R. file no. 33B 5E, notes pages 20 23.]

(15) The fact of exemptions sanctioned under rule (1) should be noted in the service book of the official appointed or promoted, reference being made to the number and date of the Government order sanctioning the exemption.

(16) In making appointments, the greatest care is to be taken to prevent the natural tendency to permit the formation of family cliques of officials. Attention should also be given to the necessity of securing a due admixture of castes in Government service in order to prevent a monopoly of Government employment by particular sections of the community, and to secure the admission to the public service of castes hitherto either unrepresented or represented only to a small extent.

Serial no 23  
of B. R. file  
no. 1219E)  
M. G. O.,  
III, 345A

III, 345A

# APPOINTMENTS, PROMOTIONS AND TRANSFERS IN OFFICE AND PETTY ESTABLISHMENTS.

**28.** Head clerks of Superintending Engineers' offices are borne on the Secretariat scale, and all vacancies, permanent, temporary or officiating, are filled by the Chief Engineer and Secretary to Government in the Public Works department, but if the vacancy is not likely to be for more than 3 months, the Superintending Engineer may, if he wishes, recommend that it be filled by his second clerk.

**29.** Superintending Engineers are authorized to recommend annually one (not more) clerk from their own offices, or from a divisional or district office in their circles, for employment in the Superior service of the Secretariat, on an initial pay of Rs. 75 or, in case his present permanent pay exceeds that amount, on Rs. 75-5-100 a month. The recommendation should be made annually with the report on the Head Clerk. No one should be recommended who has not passed or been exempted from the prescribed examination. Full particulars as to nationality, residence, age, examinations passed, length of service under Government, and qualifications of the man recommended, should be given. The submission, either direct or through Superintending Engineers, of applications from clerks or others for employment in the Secretariat, is prohibited and, if received, will be returned.

NOTE.—Only clerks with superior qualifications should be recommended.

**30.** A report on Manual form no. 1 is required to be made by each Superintending Engineer on the head clerk of his office. These reports should be submitted to the Chief Engineer's office on the 15th of January of each year.

**31.** Permanent vacancies in the clerical scale of the circle, other than those of head clerkships in circle offices, including draughtsmen and computers, will be filled by the Superintending Engineer.

**32.** The appointment of computer of any circle office may be filled by a 2nd grade supervisor or a 1st grade overseer, to be nominated by the Superintending Engineer from among the upper subordinates. . . . . Early, the post of computer in any . . . . . a 1st or 2nd grade sub-overseer, to be nominated by the Executive Engineer of the division. Upper or lower subordinates selected to act as computers in circle or divisional offices, will be appointed sub pro tem, and will retain a lien on their permanent appointments, and the vacancies thus created will in their turn be filled up sub. pro tem. only. M. 27(14).

No subordinate will be permitted to hold the post of computer for . . . . . of which period he . . . . . t. While employed . . . . . motion in the list in . . . . .

# APPOINTMENTS, PROMOTIONS AND TRANSFERS IN OFFICE AND PETTY ESTABLISHMENT.

C. 17, 18.

**33.** Permanent vacancies in the inferior office and petty establishments will be filled by the Executive Head of the office, except in the case of sub-divisional establishments, in which they will be filled by the Divisional Engineer.

C 573.

NOTE.—All officers, when making appointments to the inferior office and petty establishments, will give full consideration to the claims of pensioned or discharged native soldiers and reservists, rules regarding whose employment are printed in Appendix 3

B. R. file no.  
1374E, serial  
no. 10.

**34.** All new permanent appointments to the office and petty establishment should be on probation for such a period as will enable the officer making the appointment to ascertain conclusively before confirming it that the candidate is competent to perform the duties that will be required of him. The power of dismissing during the period of probation and of confirming in the appointment, will rest with the authority by whom the appointment was made

**35.** All applications for employment in the Public Works department should be made in Provincial form no. 166.

**36.** To enable Superintending Engineers to select qualified men to fill vacancies in the clerical establishments, annual reports on Manual form no. 1 will be submitted by the Divisional Engineer for his own and sub-divisional offices. Manual form no. 2 is the cover in which these reports will be filed. The sub-divisional reports should be submitted on the 15th December, and the reports for the whole division on the 2nd January.

**37.** The services of a permanent member of an office or has been confirmed by  
cen ordered to serve on  
expired, may not be dis-  
pensed with by any authority below the appointing authority.

**38.** Officiating appointments to fill vacancies in the permanent office and petty establishments may be made by the Superintending Engineer for his office, and by the Divisional Engineer for his own and sub-divisional offices, subject to the following conditions:—

(i) That no acting allowance is given to a member of the office establishment who being still on probation, is selected to act in a higher grade;

(ii) That acting allowance shall be granted to a man on the permanent establishment who may be on probation as regards promotion to a higher grade which may involve a different class of work and was promoted to the next higher grade

Financial  
Secretary's  
notes, dated  
11-3-1914,  
B. R. file no  
1374E, notes  
page 9.

# APPOINTMENTS, PROMOTIONS AND TRANSFERS IN OFFICE AND PETTY ESTABLISHMENTS.

**39.** The service of all members of the office or petty establishment holding sanctioned permanent appointments in the establishments attached to the district engineers' and district surveyors' offices counts as service for pension from the 9th November, 1887, except in the case of clerks and draftsmen appointed to the *permanent non-pensionable* scale, sanctioned with effect from the 1st November, 1910, in G. O. (P. W. D.) no.  $\frac{1828E}{953}$ , dated the 8th September, 1910.

G. O. no. 7228E, dated 25-3-07, and 2133/18E, dated 11-7-07. File no. 953E. Serial nos. 59.

## Classification and numerical scale.

**40.** The orders of the Government of India, sanctioning the introduction of the revised scale of pay of the Engineer establishment of the Public Works department, and the rules regulating the promotion of Executive and Assistant Engineers of both the Irrigation and Buildings and Roads branches, are contained in Appendix 4.

C. 59,75.

The following is the scale of pay and organization of classes and grades of the Engineer establishment, as sanctioned by the Government of India.

Departmental rank		Civil Engineers			
Class	Yearly increment- tal scale.	Imperial service	Provincial service.	Royal Engineer officers.	
				Drawing the staff scale of pay.	
				Staff salary.	Maximum to be drawn in P. W. D.
<i>Administrative classes</i>		Rs	Rs		
Chief Engineer, 1st class	.	2,750	2,750	...	2,500
" " 2nd "	..	2,500	2,500	1,200	2,000
Superintending Engineer, 1st class.	...	2,000 (b)	1,600 (d)	800	1,500 (e)
Superintending Engineer, 2nd class	...	1,750	1,400	750	1,375
Superintending Engineer 3rd class.	...	1,500	1,200	700	1,320

(b) G. O. O. (P. W. D.) Resolution no. 2133/18E, dated the 24th April, 1907, (paragraph 3)

(c) G. O. O. (P. W. D.) Resolution no. 2133/18E, dated the 24th April, 1907, (paragraph 10)

(d) G. O. O. (P. W. D.) Resolution no. 2133/18E, dated the 24th April, 1907, (paragraph 2).

## CLASSIFICATION AND NUMERICAL SCALE.

Departmental rank.		Civil Engineers.		Royal Engineer officers.	
Class	Yearly increment- tal scale.	Imperial service	Provincial service.	Incremental scale	
				Officers in ser- vice on 11th February 1910.	Officers ad- mitted after 11th Feb- ruary, 1910.
<i>Executive and Assistant classes.</i>				(e)	(g)
Executive Engineer	20th year of service and following years.	Rs. (a) 1,250	Rs. (d) 850	...	1,250
"	19th year of service	1,200	815	"	1,200
"	18th " "	1,150	780	1,250	1,150
"	17th " "	1,100	745	1,200	1,100
"	16th " "	1,050	710	1,150	1,050
"	15th " "	1,000	675	1,100	1,000
"	14th " "	950	640	1,050	950
"	13th " "	900	605	1,000	900
"	12th " "	850	570	950	850
"	11th " "	800	535	900	800
Assistant Engineer	10th " "	750	475	850	750
"	9th " "	700	450	800	700
"	8th " "	680	425	750	680
"	7th " "	620	400	700	620
"	6th " "	580	375	660	580
"	5th " "	540	350	620	540
"	4th " "	500	325	580	500
"	3rd " "	460	300	540	460
"	2nd " "	420	275	500	420
"	1st " "	380	250	460	380

15 Aug 1912

The sanctioned cadre of the Engineer establishment in the Buildings and Roads branch including the staff of Rajputana is 57, viz.—

G.O. (P. W. D.) no 459E A. Dated the 1st July, 1913.	Chief Engineer	...	1
	Superintending Engineers	...	6
	Executive and Assistant Engineers	...	50
			57

#### CLASSIFICATION AND NUMERICAL SCALE.

**41.** With the approval of the Government of India, the revised graded scale for the Upper Subordinate establishment in the United Provinces has been sanctioned by the Local Government with effect from the 1st August, 1915.

[Public Works department (Irrigation) Resolution no. 2751-1.E.-3D-1618, dated 2-8-1915.]

The following table gives the scale of pay and classification of grades sanctioned, as well as the number in each grade computed in accordance with C.62—

Departmental rank.	Salary.	Number of each grade (18-62). (C 62).
	Rs.	No.
Sub-Engineers, 1st grade ..	450	6
Ditto 2nd „ ..	375	5
Ditto 3rd „ ...	300	10
Supervisors, 1st „ ..	225	13
Ditto 2nd „ ...	175	22
Overseers 1st „ ...	120	} 53
Ditto 2nd „ ...	100	
Ditto 3rd „ ...	80	
Total ...	...	109

NOTE.—(1) The Upper Subordinates of the Buildings and Roads and Irrigation branches are on one list for purposes of promotion only, otherwise they are distinct, and the sanctioned cadre is as under—

Buildings and Roads branch	...	...	64
Irrigation	...	...	45
Total	...	...	100

NOTE.—(2) Overseers (European, Anglo-Indians and Indians) will on direct appointment be placed in the 3rd grade.

Norm — (3) In regard to Military Subordinates the rules contained in notes 1 to 4 under "Upper subordinate & establishment" in C-14, are applicable.

... No Sub-Engineer will  
... of to the 1st grade and

NOTE.—(1) For rules relating to the grant of local and sub-divisional allowances (now termed "Antyalloances") see C. F. R., 124(8) and C.M. [B. E. 2's no. 1032E, serial no. 184.]

**42.** The Lower Subordinate establishments in the Irrigation and Buildings and Roads Branches, are on separate lists for

## CLASSIFICATION AND NUMERICAL SCALE.

promotion. The strength of the permanent Lower Subordinate establishment of the Buildings and Roads branch, will be fixed with the sanction of the Financial department of the Local Government, subject to the limitations in C. 37.

B. B. file no.  
1127E,  
serial no. 33.

Buildings and Roads branch,  
by the Financial department  
) no 470E, dated the 13th  
December, 1915, is as follows:—

Departmental rank.	Salary.			Number of each grade.
	Minimum	Quinquennial increase.	Maximum.	
	Rs.	Rs.	Rs.	No
Sub-overseer, 1st grade ..	60	10	80	37
" 2nd " ..	40	5	50	42
" 3rd " ..			30	26
Total				105

B. B. file no.  
447E,  
serial no. 31.

NOTE.—(1) Special increases of pay and increments will be regulated in accordance with the rules contained in notes 1 to 3 under Lower Subordinate establishment " in C-1)

NOTE.—(2) The distribution of the number of sub-overseers sanctioned over the four circles is—

First circle	34
Second	29
Third	28
Fourth	28
	105.

C. S. R., 141  
I. B. file  
no. 22-2312,  
serial no. 8.

" 13-251-5

**43.** Superintending Engineers are authorized to appoint officiating sub-overseers in the place of sub-overseers on leave ordinarily officiating sub-overseers are given the pay of the lowest grade. By virtue of the authority vested in Local Government in G. G. O. (P. W. D.) no. 970-85 E. B., dated the 1st October, 1914, power is delegated to Superintending Engineers to fix the acting allowance of a capable and qualified sub-overseer, without a substantive appointment, officiating on the permanent Lower Subordinate establishment, at a sum not exceeding the pay actually drawn by the subordinate in whose place the acting arrangement is made.

C. 37.

**44.** The scale of the clerical staff for the circle, divisional, and district offices, sanctioned by the Government, is set forth in the appended statement. Superintending Engineers are at liberty to arrange the distribution of clerks, etc., among the several offices in their circles, so long as no alterations are made in the rates of pay and the numbers allotted under each head on the sanctioned scale.

Serial no.  
26, file no.  
953E.

## CLASSIFICATION AND NUMERICAL SCALE.

Appointments.		Number of appointments sanctioned for—				Remarks
Designation.	Rate of salary per mensem.	First Circle.	Second Circle.	Third Circle.	Fourth Circle.	
	Rs					
Clerks, permanent, pensionable.	100	2	2	1	1	
Ditto ...	80	3	3	4	4	
Ditto .	75	1	1	1	1	With the approval of Financial department, sanctioned in G O (P. W. D), 1637R, dated no. 953, the 23rd August, 1915, and G O (P. W. D) 1068E, no 953, dated the 21st June, 1916
Ditto .	70	3	2	2	2	
Ditto ...	50	11	16	13	11	
Ditto ..	40	7	6	9	4	
Ditto ...	30	12	7	12	17	
Ditto ...	25	6	5	6	4	
Ditto ...	25	2	8	4	6	
Clerks, permanent, non-pensionable.	25					
Ditto ...	20	5	9	5	6	
Computers, permanent, pensionable	120—5—100	1	1	1	1	
Ditto	60—5—90	4	4	4	4	
Draftsmen, permanent, pensionable	50	3	4	4	5	
Ditto ...	40	7	4	5	4	
Ditto ...	30	8	7	8	8	
Draftsmen, permanent, non-pensionable.	25	2	6	4	5	
Ditto ...	20	3	3	2	1	
Draftries, permanent, pensionable	10	1	1	1	1	
Ditto .	8	4	4	4	4	
Chaprasias, permanent, pensionable	6	39	42	40	41	
Chaukidars, permanent, pensionable	7	1	..	..	..	
Ditto ...	5	16	19	18	18	

## Promotions—executive branch.

**45.** The promotion of Executive and Assistant Engineers is regulated by the Local Government in terms of the orders indicated in M. 40 and C. 75, 76, that of Superintending and Chief Engineers by the Government of India, C. 74, 75.

Upper Subordinates are on one provincial list (Buildings and Roads and Irrigation combined) for promotion, which is regulated by the principles indicated in C. 90 and made by the Local Government, C. 91.

The Lower subordinates of the Buildings and Roads and Irrigation branches are on separate lists for promotion. In the Buildings and Roads branch promotions are made by the



## PROMOTIONS—EXECUTIVE BRANCH.

Secretary to Government. In view of there being one provincial list for the Buildings and Roads, the power to promote Lower subordinates has not been delegated to Superintending Engineers, C. 293 (O).

Note.—Temporary promotions may also be given by the Local Government in the Upper and Lower subordinate establishments, in place of Upper subordinates on furlough, deputation, or other permanent vacancies, by promotion of qualified Lower subordinates, or other suitable candidate nominated by the Superintending Engineer.

The promotion to the Upper Subordinate establishment will be in the 1st, 2nd and 3rd grade of overseers and those in the Lower Subordinate establishment will be temporary. Permanent vacancies occurring in the Upper Subordinate establishment are not filled till the postings of the Roorkee College have been decided, C. 47 and 204

80.

**46.** For the regulation of promotions in the Engineer establishment of the Public Works department, annual reports for all officers, present on duty, or absent on leave (furlough or short leave) will be prepared in General P. W. D. form no. 6, and submitted in the following manner:—

(a) The reports will be prepared in two sets—

4. O. (P.  
D.) no.  
dated  
1913.

(i) Annual Roll of all Engineers of over 22 years' service who are not permanent Superintending Engineers, but who are recommended for promotion to that rank will be submitted by Superintending Engineers by the 1st December to admit of their being forwarded to the Government of India, as soon as possible after the 1st January.

(ii) Annual Roll of all other Engineers of 22 years' service and under, will be submitted by Superintending Engineers so as to reach the Local Government by the 15th January

(b) In all cases when an officer is transferred after serving three months in a circle or division, a report up to the date of transfer in the prescribed circle, for Engineer

If the t . . . . . ded to the  
Chief Engineer, C. 78

(c) All these reports will be treated as strictly confidential. Divisional Engineers will prepare the reports in their own handwriting and keeping no . . . . . f head clerk  
signals have  
reports will  
head of the  
office.

11.

**47.** The rules for the preparation and submission of annual confidential reports on Royal Engineer officers are printed in M 211.

**48.** When an officer in charge of a division or sub-division vacates his charge on transfer or leave for more than three . . . . . should leave behind him full reports for Annual Reports of all . . . . . der him, at the time of his submit the yearly report

required under M. 40, 50 and 51.

## PROMOTIONS—EXECUTIVE BRANCH.

**49.** The reports should be written up in a concise and descriptive manner in accordance with C. 77, as it is essential that the Chief Engineer should be able to discern and communicate to the Lieutenant-Governor the various qualifications of officers under him, and to be also in a position to inform officers where improvement is desirable.

**49A.** The procedure to be observed in regard to the communication to officers of unfavourable remarks, recorded in Annual Reports or on other occasions shall be in strict accordance with C. 78, what the reporting officers are in effect required to do, is:—

B. R. 61  
1332E, note  
pages 33-37.

(a) to endeavour in the most considerate practicable manner to correct defects which are capable of correction, and

(b) to give timely warning to men whose defects are likely to deprive them of promotion.

**NOTE.—(1)** A similar procedure shall be followed in dealing with the reports on the members of the Upper and Lower Subordinate establishments as also in the case of office establishments.

**NOTE.—(2)** The unfavourable remarks in the case of Engineer officers and upper subordinates will be communicated by the Chief Engineer and in the case of lower subordinate and office establishments by the Superintending Engineers.

**49B.** An officer or subordinate may, if he thinks fit, reply to unfavourable remarks communicated to him. Such reply should be addressed and submitted direct to the officer by whom the remarks were communicated and it will be disposed of by that officer. If the reply throws any new light on the matter in which the officer or subordinate was reported to be at fault, and if as a result the Chief Engineer (or the Superintending Engineer in the case of lower subordinate and office establishments) considers that the unfavourable remarks were undeserved or require modification, the fact should be put on record and the officer or subordinate informed.

**50.** Annual reports in Manual form no. 3 will at the same time be submitted on the principle laid down in M. 46 (b), 46(c) and 48 for the Upper Subordinate establishment. In the case of Upper Subordinates not holding charge of sub-divisions, it will be distinctly stated whether the subordinate is or is not qualified and fit to hold charge of a district.

C. 91.

**51.** Annual recommendation rolls in Manual form no. 4 for the Lower Subordinate establishment, will be submitted yearly by Superintending Engineers to the Chief Engineer, by the 15th of January each year.

Chief Engineer's  
118E/22, dated  
3-2-1905

Annual reports in Manual form no. 5 will continue to be prepared, but they will be recorded in the office of the Superintending Engineer.

In the recommendation roll (Manual form no. 4) Superintending Engineers will only enter the names of the first five men in each grade whom they recommend for promotion, submitting with this roll the annual reports on Sub-overseers concerned.

## PROMOTIONS—EXECUTIVE BRANCH.

**52.** Sub-Divisional officers will submit to Divisional Engineers on the 1st December annual reports for the subordinates serving under them; and the Divisional Engineer will submit a consolidated report for the division with the reports for each class, to the Superintending Engineer, on the 15th December.

C. 90. **53.** Promotions in the Overseer grades shall, in future, be regulated by the following rules:—

(i) Overseers of the 3rd grade to be promoted to the 2nd grade, after two years' approved service.

(ii) Overseers of the 2nd grade to be promoted to the 1st grade, after two

File no. 7—

(Establishment).

Lieutenant-Governor's Order, dated 16-6-98

(iii)

rank of Overseer, 1st grade, and if his conduct is satisfactory during the time he holds charge, he may be permitted to retain his temporary rank. But the service required in the lower grades to qualify for permanent promotion will not be curtailed

(vi) Of appointment.

C. 92

**54.** The number of civil upper subordinates on whom the distinction of Honorary Assistant Engineer will be conferred will not exceed the following scale:—

Irrigation Branch	...	2
Buildings and Roads	...	4
Total	...	6

G. G. O.  
no. 13P.W.,  
dated the  
19-7-1910,  
also 3 P.W.,  
dated the 14-  
2-1911 (610  
no 505E).

**55.** Sub-Engineers are gazetted officers, and their promotions, transfers, etc., will be notified in Part I of the Gazette.

For purposes of travelling allowances they will be governed by article 109S of the Civil Service Regulations.

This order does not apply to Military Sub-Engineers serving in the department, nor does it affect the present rules in regard to the grant of the title of Honorary Assistant Engineer to selected officers of the Sub-Engineer class.

**56.** Assistant Engineers acting as Divisional Engineers will receive the allowance under article 120 of the Civil Service Regulations.

[G. G. O. (P. W. D.) Resolution no. 439-55E, dated the 18th May, 1912, printed in Appendix 4.]

M. G. O.,  
III. 350.

**57.** Government officials on their transfer from one district to another must not (without the special sanction, previously obtained of the Head of the department to which they are subordinate) take with them or arrange for the transfer to their new

## PROMOTIONS—EXECUTIVE BRANCH.

districts of subordinate officials who were serving under them in their old districts.

NOTE.—(1) The Superintending Engineer of the circle is the Head of the department in Public Works department.

NOTE.—(2) This order applies in the Public Works department to contractors engaged on Government work as well as to establishment

## Temporary establishment

**58.** Temporary establishment must not be confused with *probationary permanent* establishment, *work* establishment or persons appointed to *officiate* in vacancies in the permanent, and temporary establishments. C. 100, 111

NOTE.—In each case of an appointment to be made from England, other than to one of the regular services, it should be stated what leave rules will be applicable and also in the case of superior appointments whether the officer will be gazetted. [G. G. O. (Finance) no. 2333 C. B. R., dated the 16th April, 1912.]

**59.** Rules III and IV of C. 111 apply equally to temporary establishment on rates of pay not exceeding Rs. 250 per mensem engaged by the Local Government. Rules I and II apply as modified below. In regard to Rule VI, persons engaged on salaries not exceeding Rs. 250 for specific works and charged against the estimates for works, come under the category of Work establishments. M 408.

NOTE.—The Local Government may formulate the guidelines for the creation of temporary establishments.

**60.** The creation of a temporary establishment must, for the first instance, be referred to the Superintending Engineer. C. 100, 111

**61.** In very urgent cases Superintending Engineers may provisionally appoint a temporary employé in anticipation of sanction by Government to the creation of the appointment; but such a provisional appointment will be limited to a period of one month, and must be reported to the Chief Engineer, and intimated to the Accountant-General before the employé is engaged.

**62.** Applications for the creation of appointments on the temporary establishment must state definitely the nature of the appointment, the rate of salary to be given, and the period for which it is required. The period for which the appointment is sanctioned will usually be fixed at the time the post is created. When no limit is fixed, the sanction will *ipso facto* terminate on the afternoon of the last day in February. C. 111.

*Explanation*—The salary to be given to a temporary employé, entertained to fill a vacancy in the permanent establishment, shall be so fixed as to exclude local allowances ordinarily admissible to members of the permanent establishment, as such allowances can be granted either in whole, or in part, to the temporary employé under sanction of proper authority, and subject to any restrictions which the sanctioning authority may decide to impose.

[G. G. O. (P. W. D.) no. 1136-1149B., dated the 6th December, 1912.]

D. R. file  
no. 200E.  
serial no. 85.

## TEMPORARY ESTABLISHMENT.

Superintending Engineers and Sanitary Engineers to Government are delegated with the power to vary details (namely the rates of pay of particular posts, the number of hands employed and the period of employment) of temporary establishments under their control subject to the following conditions:—

- (a) That the cost of a temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment;
- (b) that the pay of no post shall be increased to such an extent as to raise it above a maximum of Rs. 50 per mensem, and no post carrying a pay exceeding Rs. 50 per mensem shall be created, except with the sanction of the Local Government;
- (c) that the pay of no post shall be raised above the limit fixed for that particular post by the authority which sanctioned the employment of the temporary establishment

C. 111. **63.** Should it be found necessary to continue the appointment for a further ..... tion must be made so as to re ..... it less than a month before the e ..... If permitted by the Divisional ..... fixed for its

**64.** To ensure the instructions laid down in C.III, rule IV being carried out, and to prevent mistakes, all engagements of employes on the temporary establishment are to be made on Manual

a fresh engagement on this form should be entered into.

**65.** An officer entertaining temporary establishment without due ..... the cost thereof and ..... satisfactory explanation is not forthcoming.

C. 115. **66.** The selection of the departmental title under which a temporary employé is appointed must be made with care, as under article 1008 of the Civil Service Regulations a temporary employé is entitled to travelling allowances under the rules applicable to permanent employes of corresponding rank.

## Miscellaneous duties.

**67.** The term "gratuitous" used in C.126, has no meaning in regard to the body benefited, but merely implies that as a rule no increase to the salary of the supervising officer will be sanctioned.

**68.** Public bodies, trustees or administrators of public funds, and others who wish to obtain the advice or assistance of the Public Works department, or of any officer of the department, in connection with works, projects, or other engineering

Financial department,  
G. O. no.  
2546/X.51,  
dated the  
4-10-1910  
[B. R.  
file no. 1036-  
17E, serial  
no. 1]

C. S. R.  
72 and 74.

## MISCELLANEOUS DUTIES.

matters of a public nature or of public utility, should apply in the first instance to Government in the department concerned, through the Commissioner of the division, and should not address the Local Officers of the Public Works department.

- (a) If the application is for the services of the Public Works department to prepare or carry out a project or to execute a work, it should be framed in accordance with the rules for *Contribution Works* prescribed in chapter VII of this Manual.
- (b) If the application is for professional advice and assistance only, the Commissioner should forward it, with his remarks, to Government, without referring to the local officers of the Public Works department, and, if Government entertains the application, orders will issue in the Public Works department in regard to the nature and extent of the service to be rendered, and the officers by whom, and the terms on which, it will be given.

*NOTE.*—(1) Public bodies as well as individuals are prohibited from availing themselves of the advice or assistance of Sub-Divisional Officers and others.

69.

representative of that body, will be that of a consulting or inspecting officer, and in the absence of orders to the contrary, he will be guided by the following general instructions:—

in hand, and will give his advice and required); he will also, if requested progress, (i) according to its importance about neglecting other work, of which duty to prepare, or to assist in the

report, as occasion will be limited to inspection, remedy. This officer who is department,

**70.** When Government permission has been previously accorded, advice will (in cases in which the Local Government so decides in view of the exceptional public value or other similar especial character of the work) be allowed to be given free of charge. But for the preparation of designs and estimates, etc., the following charges will be levied:—

- |  |     |     |             |
|--|-----|-----|-------------|
| (1) For design and estimate  | ... | ... | 4 per cent. |
| (2) For supervision  | ... | ... | 4 "         |
| (3) If execution of work is undertaken and establishment, other than Public Works department establishment, is employed, the total charge, including that for design and estimate, will be | ... | ... | 16 "        |



## Chapter II.—Rules for Appointment and Promotion.

### Engineers and Upper Subordinates.

**78.** It is desirable that Engineers should be afforded every opportunity possible for presenting themselves for the compulsory examinations prescribed in the following paragraphs, i.e.,

(a) *Professional examination*, regulated under the rules in the Public Works department Code;

(b) *Vernacular language examination*, conducted under the rules laid down by Local Government.

**79.** Superintending and Divisional Engineers should see that the rules in this chapter regarding examinations, and the serious consequences which may ensue from their neglect, are

possible, as well as full information as to the scope of the subjects which the examinations will include.

**80.** Every officer and upper subordinate is expected to have a general knowledge of the rules and procedure contained in the first two volumes of the Public Works department Code and in this Manual, and of the forms relating thereto, as well as a familiar acquaintance with the portions specially affecting himself and his work.

#### (a) *Professional examination.*

**81.** The following rules relating to the professional examination of Engineer officers are prescribed by the Local Government:—

- (i) Assistant Engineers,\* must pass the professional examination within three years of joining their appointments in India, and increments falling due after that period will be withheld until the examination is passed. An Assistant Engineer desirous of undergoing the examination will apply to the Superintending Engineer through the application, will attach qualification which cannot regard to the officer's

- (ii) The

\* Except those promoted from the Upper Subordinate establishment (C. 133).

C 107-171

G. G. O.  
(P. W. D.)  
Circular III,  
P. W., dated  
the 6th May  
1914.

C. 108,317,  
333 and  
490.

C 107.



## ENGINEERS AND UPPER SUBORDINATES.

management of work people; also that he has made himself acquainted with the rules of, and is conversant with, the forms of account in use in the department. No theoretical point as would in ordinary practice be met by a resort to ordinary books of reference should be introduced.

- (iii) The examination will be  
Superintending Engineer  
with two officers of the  
committee will decide wh  
the name of the successf  
the issue of necessary notification in the Gazette

[G. O. (P. W. D.) no. 2350 E, dated the 6th October, <sup>1913</sup> 1913, P. W. D. File no. 1030 E 18 serial no. 44]

## (b) Vernacular language examination.

**82.** An Assistant Engineer, (except an officer promoted from the Upper Subordinate establishment) is required to pass the lower\* standard examination in the Local Government in India, and in will be withheld until rules regarding t under M. G. O. officers are exem respective vernac rules as Europeans.

issued  
Indian  
in their  
he same

NOTE.—On an officer passing the vernacular examination by the higher or lower standard, the fact will be notified in the Gazette, and the letters  $\frac{H.S.}{U.}$ ,  $\frac{H.S.}{H.}$  or  $\frac{L.S.}{U.}$ ,  $\frac{L.S.}{H.}$  will be placed against his name in the classified list.

**82A.** An officer, other than an Indian officer who passes the vernacular language examination (Urdu and Hindi) by the Lower or Higher standard, will draw rewards according to the following scale:—

	Rs.
(i) Lower standard if passed within two years of joining the department in India	80
(ii) Higher standard, after having obtained the reward for passing the Lower standard, provided the examination be passed within five years of joining the department in India	120
(iii) For passing the Higher standard without having previously obtained the reward of passing by the Lower standard, within five years of joining the department in India	200

Similar rewards may be granted to an Indian officer when the test passed by him is not allied to his mother tongue.

**83.** Endeavour should as far as possible, be made to employ young Assistant Engineers on arrival in the country, in such a manner as will afford them the experience of work necessary to enable them to pass the examinations laid down in the

C. 158-170

\*Vernacular language.

C. 170.  
C. App. I,  
para. 25.

## ENGINEERS AND UPPER SUBORDINATES.

preceding paragraphs. Cases may, however, occur in which service, illness, or want of committee, an officer may on in question within the prescribed period. In such cases an officer may, at the discretion of the Local Government, be afforded a reasonable extension of time and if he passes within this further period no penalty will be enforced.

\*NOTE.—(1) In the case of all officers who are required to pass the foregoing examinations before obtaining increments such increments will have effect from the first of the month following that in which the examination is held.

NOTE.—(2) In cases coming under the provision of this paragraph the question should, as a rule, be raised for consideration by the officer himself, who should address the Local Government through his immediate superior, stating the facts of the case.

**83A.** (a) In the event of an officer failing to pass the examination† within the period specified, his increment should be withheld, and arrears of increment so withheld should not on his passing the examination be granted to him except in special cases, when his failure to pass has been due to circumstances beyond his own control. Failure to pass the examination within the prescribed period will not, however, affect the amount of an officer's salary when he has subsequently passed the examination and he will then be entitled to the rate of pay corresponding to the length of his service.

C 167.  
C. 170

(b) When however the Local Government has as provided in M. 83 extended the period within which an officer is required to pass the vernacular language examination, it may also sanction the payment to him of the reward ordinarily admissible on passing within the prescribed time.

M 82A

**84.** An officer of under 12 years' service who is transferred to the United Provinces from another province where a different vernacular is current may, at the discretion of the Local Government, be required to pass the Lower standard examination in Urdu and Hindi, prescribed in paragraph 82, within two years of his transfer and should he fail to do so, he will be liable to loss of further increments until he has passed.

(c) *Proficiency and High Proficiency examinations and the Degree of Honour examination in Oriental languages.*

**84A.** Extracts from the rules, etc., prescribed in the Government of India, Department of Education, notification no. 80, dated the 6th June, 1914, so far as they relate to the officers of the Imperial Engineer service in the United Provinces, are printed in Appendix 9.

1. B. file no.  
209—1-Mis.  
serial no. 4.  
H. R. file no  
1370E.

\*[G. O. O. (P. W. D.) no. 843 E. B., dated the 17th July, 1915]

\* M. G. O. VII, 1269. 1 B. file no. 209 Mis., serial nos. 155, 163, 164 and notes page 82A  
† Professional examination M-61 Vernacular language examination, M-62



## Chapter III.—Duties of Departmental Officers.

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### Anticipated lapses.

**85.** While on the one hand every effort must be made by the departmental and other responsible officers concerned in the execution of public work in a judicious way the budget heads and to prevent the operations of this or of any the irregular or injudicious attention of Heads of departments, Superintending Engineers and all Public Works disbursing officers is drawn to the correspondence printed in Appendix 10, which lays down the correct procedure to be followed in regard to prevention of irregular expenditure such as:—

- (i) budgetting for works for which estimates have been sanctioned;
- (ii) spreading over the entire working season the aggregate grants allotted for expenditure in the year; and
- (iii) surrendering freely, and at an early date, any funds not likely to be expended in the year for the purpose for which they were given.

**86.** To enable the Chief Executive Engineer to watch and control the expenditure of grants and to ensure an even distribution of the year, with a view to the expenditure in the closing months of the year, every Executive Engineer should submit information in the statements prescribed in Manual forms nos. 17 and 18 showing respectively—

- (1) allotments and expenditure on all original (major) works in progress during the year, and
- (2) allotments and expenditure on all original works and repairs in progress with the percentage the expenditure bears to the allotment each month.

C. 249

C. 249.

G. O.

(P. W. D.)

no. 581A/37.

dated the 21st

June, 1912.

M. App. 10.

## ANTICIPATED LAPSES.

**87.** Under the revised instructions printed in Appendix 10 referred to in M. 85, the budget will include, with few exceptions, only works for which finally sanctioned estimates exist, and a list of works to be undertaken in the budget year will be supplied to Superintending Engineers, in advance of the preliminary issue of the budget, to enable them to make preliminary arrangements, such as calls for tenders, etc., so that the works may be put in hand at the earliest possible moment after the 1st April. It is anticipated that with the above facilities and an even distribution of the expenditure over the entire working season, the whole of the sanctioned allotments will be fully utilized, and lapses or relinquishments will be rare and unlikely. It is, nevertheless, imperative on all Public Works disbursing officers to relinquish, at once, any funds that they find cannot be spent within the year on the work for which they were allotted to admit of their being usefully diverted to other works. Such reports should be made in Manual form no. 19, and dealt with in the following manner:—

- (i) Statements should be prepared separately for "original works" and "repairs" under the fund heads, Imperial and Provincial. Sums under Rs. 500 on any individual work or repair need not be reported. These should be submitted through the Divisional Engineer to the

(ii)

(iii)

*Note*—Similar procedure should be observed in respect of District Board funds, except that after scrutinizing the statements received by him, the Divisional Engineer will transmit them to the Chairman of the District Board concerned for disposal under the rules in the District Board Manual.

## Powers of sanction.

**88.** A schedule of the nature of powers and the extent to which they are exercised by Public Works officers in this province is printed in Appendix 11.

## Superintending Engineers' duties.

C. 261.  
M. 138  
C. 309.

**89.** In the United Provinces it is often convenient for projects to be prepared in the office of the Sub-Divisional officer (under the orders of the Divisional and Superintending Engineer).

C. 262.

**90.** The checking of fair projects in the Superintending Engineer's office is carried out by the circle computer under the general supervision of the Superintending Engineer.

## SUPERINTENDING ENGINEERS' DUTIES.

**91.** The Superintending Engineer's remarks on a project may, as a rule, be conveniently recorded on the margin of the estimate. They may be on a separate sheet if preferred, but should not form part of the forwarding letter.

C. 262, 263  
M. 293.

## Superintending Engineers' movements.

**92.** To enable the Chief Engineer to communicate with him direct by post or by telegraph in cases of urgency, the Superintending Engineer should keep the Chief Engineer informed, *well in advance*, of his postal and telegraphic addresses when away from headquarters. The information can be furnished by post card, demi-official or official letter, or by telegram, and should be addressed to the Personal Assistant *by name* when he is with the Chief Engineer, otherwise to the latter *by name*.

C. 168.

NOTE—Similar procedure should be observed by the Sanitary Engineer, the Electric Inspector and the Consulting Architect on occasions when they are away from their respective headquarters.

## Superintending Engineers' inspections.

**93.** The detailed reports of their inspections, which have to be drawn up by Superintending Engineers, for the information of the Chief Engineer, should embrace all the points in regard to works, establishments, and offices of Divisional and Sub-Divisional officers, and should deal fully with all matters of executive and administrative interest. The necessity of making frequent tours of inspection and of reporting in detail on each occasion, must be carefully observed. In cases of extensive damage to works from floods or other causes, Superintending Engineers should submit copies of inspection notes without loss of time to the Chief Engineer. Besides furnishing each Divisional Engineer with a copy of the portion which refers to his division, the Superintending Engineer will, at his discretion, send extracts to Commissioners and Heads of departments in regard to matters concerning their departments.

C. 272.

C. 268 to  
271.

C. 274

**94.** The arrangement in this province, by which the Sub-Divisional officer, and not the Executive Engineer, is as a rule the disburser, has necessitated some modifications in the rules regarding the formal inspection of offices. The detailed inspection of the disbursing office in the manner indicated by Code form no. 144A devolves on the Divisional Engineer. This does not however absolve Superintending Engineers from the responsibility imposed upon them of satisfying themselves by personal inspection that the divisional and sub-divisional offices in their circles are in efficient order. Such inspections will be facilitated by a reference to the reports of the last inspections by the Accountant-General and the Divisional

M. 107.

C. 268-272.

the case of sub-divisional offices as occasion requires.

NOTE—(1) All buildings of historical and architectural interest for which the Public Works department is responsible, must be periodically inspected and reported on by Superintending Engineers.

C. 300.

M. 125.

C 432

## SUPERINTENDING ENGINEERS' INSPECTIONS.

**95.** Superintending Engineers should bring to the notice of the Chief Engineer any practices or expedients for improving or expediting work or procedure which, during their inspections or at other times, they find have been successfully adopted by the Divisional or Sub-Divisional officers in their circles, and which might in their opinion be advantageously introduced elsewhere. Specifications and designs, for example, may often be usefully disseminated by this means.

M. 305

C. 275 1270  
M. 444, 544

**96.** The accounts of works estimated to cost not more than Rs. 5,000 are not kept by sub-heads unless specially ordered by the Superintending Engineer. If therefore a Superintending Engineer thinks he is likely to require works slips for any particular work estimated to cost less than Rs. 5,000, he must order the account to be kept by sub-heads from the commencement. Unless he does so he must be understood to have no intention of calling for works slips at any later period.

## Superintending Engineers' residences and headquarters.

C. 277.

**97.** The permanent residences of the Superintending Engineers of the four circles of superintendence in the Buildings and Roads branch are fixed as follows:—

1st Circle	...	...	...	Meerut.
2nd "	...	...	...	Lucknow.
3rd "	...	...	...	Allahabad.
4th "	...	...	...	Fyzabad.

C. 296.

**98.** The headquarters of Divisional Engineers and District Engineers are at the chief civil station of their respective District Surveyors divisions and districts, as constituted in Public Works department, (Buildings and Roads), notification no. 2356E/1410, dated the 20th November, 1914, and shown in the following statement:—

Circle.	Division	District or sub-division.	Circle	Division	District or sub-division.
First.	Dehra Dun	Dehra Dun. Saharanpur. Muzaffarnagar.	Second	Bareilly	Pilibhit. Bareilly. Shahjahanpur.
	Meerut	Meerut. Bulandshahr. Aligarh.		Sitapur	Sitapur. Hardoi. Kheri.
	Agra	Agra. Mathura. Etah.		Lucknow	Lucknow, I sub-division. Do., II ditto. Unao. Rae Bareilly.
	Moradabad	Bijnor. Moradabad. Budaun.		Naini Tal	Naini Tal. Garhwal. Almora. Ayarhatta sub-division.

## SUPERINTENDING ENGINEERS' RESIDENCES AND HEADQUARTERS.

Circle.	Division.	District or sub-division.	Circle.	Division.	District or sub-division.
Third.	Farrukhabad.	Farrukhabad Mainpuri. Etawah.	Fourth.	Fyzabad	Fyzabad. Paritabgarh. Sultanpur. Bara Banki
	Cawnpore	Banda. Cawnpore. Fatehpur.		Gonda ...	Gonda. Bahraich. Basti
	Allahabad	Allahabad, I sub division Do. II ditto. Government House sub- - division. Mirzapur.		Benares	Benares. Ghazipur. Jaunpur.
	Jhansi ...	Jhansi. Hamirpur. Jalaun.		Gorakhpur	Gorakhpur. Azamgarh. Ballia.

## Transfers and postings.

**99.** Superintending Engineers may transfer and post within their circle assistant engineers and upper and lower subordinates, when not in charge of districts, and all office and petty establishments under their jurisdiction.

C. 270, 293  
(g)

Divisional Engineers may transfer within their divisions upper and lower subordinates when not in charge of districts. They may likewise, but with the previous sanction of the Superintending Engineer of their circle, transfer members of the office and petty establishments.

C. 320, 329  
(m).

**Note**—(1) The Sanitary Engineer to Government is competent to transfer and post within his jurisdiction Engineer officers and Upper Subordinates employed under his control.

**Note**—(2) Sub-Overseers will only be transferred from one circle to another, under very special circumstances, on public grounds, and not at the request of the Sub-Overseer concerned. Each circle is in itself sufficiently large to admit of transfers giving complete change of work, climate and superior officers.

B. R. file  
no. 1393E,  
notes page 17.  
C. 279.

**100.** All transfers, postings and other changes in the Engineer and Upper subordinate establishments of the circle should be reported by the Superintendent of the Circle to the Local Government by Manual form no. 7.

C. 290.

establishment should be separately reported on the same form once a month. In addition to this weekly report a direct special report of every transfer or posting by a Superintending Engineer of members of the Engineer establishment should be submitted to the Chief Engineer immediately the order issues to enable the necessary notification to be published. All postings and transfers of District Engineers and District Surveyors require the previous sanction of the Chief Engineer.

M. 158.

**Note**—Similar procedure shall be followed by the Sanitary Engineer to Government in respect of the Engineer officers and Upper subordinates employed within his jurisdiction.

M. 142.

C. 290.

**101.** When an officer or subordinate takes over charge of a circle, division or district, he should, besides submitting the





## DIVISIONAL AND SUB-DIVISIONAL CHARGES.

term District Engineer must be understood to include District Surveyor, unless otherwise stated or apparent from the context.

**105A.** The allowances granted to subordinates for holding charge of sub-divisions will be regulated in accordance with the rules printed in M. 210A.

[B. R. file no. 103GE]

**106.** Officers and subordinates in charge of sub-divisions must subscribe their departmental rank and title after their names on all letters, reports, estimates, plans, and other official documents and these must be reproduced in full in all copies of documents.

M. 260.

**106A.** (a) A report of the progress on projects for which funds are provided in the budget or have been provided by Heads of departments or by District Boards; but for which fair estimates have not been sanctioned will be submitted monthly in Manual form no. 21 by each Executive Engineer, through the Superintending Engineer, so as to reach the Chief Engineer's office by the 5th of each month.

B. R. file no.  
11B—SM.  
notes, pages  
33-39.

The first report will issue from the Chief Engineer's office immediately after the budgets are printed off, and it will be kept posted up by Executive Engineers and circulated regularly in the order indicated on the form.

(b) Lists of works in progress without sanction to estimate and allotment of funds will be prepared and submitted in Manual form no. 22.

## Divisional Engineers' inspections.

**107.** In the United Provinces, where the duties of Executive Engineers as disbursers devolve largely on Sub-Engineers, the following responsibilities and to the inspection of subordinates apply, regard to their duties as Sub-Divisional Engineers. The following rules reproduced with slight modification from Code form no. 144A:—

C. 295-297,  
319  
C. 268-272.

M. 21.

(I)

(II)

(III) In

to in half margin

a disburser, the  
or to disbursing

usual report, inform the Chief Engineer direct the same day by letter of the date (forenoon or afternoon) on which he assumed charge.

**Monthly list of estimates and appropriations sanctioned.**

C. 288.

**102.** This return will be prepared by the Superintending Engineers in Code form no. 48, and submitted to the Chief Engineer for transmission to the Accountant-General by the 5th of the month succeeding that to which it relates. It should be compiled from the registers of sanctioned estimates and appropriations under the fund and service heads concerned, and will exhibit sanctions accorded by Superintending Engineers, Executive Engineers and Military authorities to estimates and requisitions for original works and repairs executed by Public Works agency.

C. 838, 839.

M. 455.

M. 328

M. 297.

In the case of estimates for Postal and Telegraph buildings a note showing the amount provided for each separate building should be made

M. 712.

The appropriations sanctioned by Controlling officers from their petty works reserves and communicated to Superintending Engineers will also be entered in Code form no. 48 by Superintending Engineers. All sanctions to estimates and appropriations of funds accorded by Superintending Engineers will likewise be entered in this return.

C. 291

The source from which funds are allotted should invariably be entered in the column of remarks against each work.

**Annual Administration Reports.**

**103.** Rules for the preparation of the Annual Administration Report will be found in M. 731—745.

**Divisional and Sub-Divisional charges.**

C. 295.

**104.** Throughout this Manual the officer in immediate charge of a division is styled the Divisional Engineer.

C. 296.

**105.** In the United Provinces the regular Sub-Divisional charges are, as a rule, contemporaneous with the Civil districts. Officers of the superior establishment in charge of such sub-divisions are entitled District Engineers: Subordinates when in similar charge are entitled District Surveyors. Both are disbursers and Sub-Divisional officers. Other sub divisions may from time to time be formed of a permanent or temporary character, the officers or subordinates in charge of which may or may not be disbursers. Under the organization in the United Provinces, some of the duties and responsibilities prescribed in the Public Works department Code, as those of the Executive

District Surveyor, or endeavour has been here this is the case. e rules laid down in

C. 332 and 338, it being understood that C. 332 applies to District Surveyors. In this Manual and Government orders generally the

DIVISIONAL AND SUB-DIVISIONAL CHARGES.

term District Engineer must be understood to include District Surveyor, unless otherwise stated or apparent from the context.

**105A.** The allowances granted to subordinates for holding charge of sub-divisions will be regulated in accordance with the rules printed in M. 210A.

[B. R. file no. 1030E.]

**106.** Officers and subordinates in charge of sub-divisions must subscribe their departmental rank and title after their names on all letters, reports, estimates, plans, and other official documents and these must be reproduced in full in all copies of documents.

M. 260.

**106A.** (a) A report of the progress on projects for which funds are provided in the budget or have been provided by Heads of departments or by District Boards; but for which fair estimates have not been sanctioned will be submitted monthly in Manual form no. 21 by each Executive Engineer, through the Superintending Engineer, so as to reach the Chief Engineer's office by the 5th of each month.

B. R. file no.  
11B—SM.  
notes, pages  
38-39.

The first report will issue from the Chief Engineer's office immediately after the budgets are printed off, and it will be kept posted up by Executive Engineers and circulated regularly in the order indicated on the form.

(b) Lists of works in progress without sanction to estimate and allotment of funds will be prepared and submitted in Manual form no. 22.

Divisional Engineers' inspections.

**107.** In the United Provinces, where the duties of Executive Engineers as disbursers devolve largely on Sub-Divisional officers, the Code rules defining the responsibilities and to the inspection subordinates apply, regard to their or Sub-Divisional e following rules

C. 295-297,  
319  
C. 208-272.

M. 94.

reproduced with slight modification from Code form no. 144A:—

(I) Divisional Engineer in his inspection It is not exhaustive and may be expanded by the Divisional Engineer at his discretion, to in half margin

(II) Divisional Engineer in his inspection It is not exhaustive and may be expanded by the Divisional Engineer at his discretion, to in half margin

(III) In a disbuser, the or to disbursing

usual report, inform the Chief Engineer direct the same day by letter of the date (forenoon or afternoon) on which he assumed charge.

**Monthly list of estimates and appropriations sanctioned.**

C. 288. **102.** This return will be prepared by the Superintending Engineers in Code form no. 48, and submitted to the Chief Engineer for transmission to the Accountant-General by the 5th of the month succeeding that to which it relates. It should be compiled from the registers of sanctioned estimates and appropriations under the fund and service heads concerned, and will exhibit sanctions accorded by Superintending Engineers, Executive Engineers and Military authorities to estimates and requisitions for original works and repairs executed by Public Works agency.

M. 237. In the case of estimates for Postal and Telegraph buildings a note showing the amount provided for each separate building should be made

M. 712. The appropriations sanctioned by Controlling officers from their petty works reserves and communicated to Superintending Engineers will also be entered in Code form no. 48 by Superintending Engineers. All sanctions to estimates and appropriations of funds accorded by Superintending Engineers will likewise be entered in this return.

C. 291. The source from which funds are allotted should invariably be entered in the column of remarks against each work

**Annual Administration Reports.**

**103.** Rules for the preparation of the Annual Administration Report will be found in M. 731—745.

**Divisional and Sub-Divisional charges**

C. 295. **104.** Throughout this Manual the officer in immediate charge of a division is styled the Divisional Engineer.

C. 296. **105.** In the United Provinces the regular Sub-Divisional charges are, as a rule, coterminous with the Civil districts. Officers of the superior establishment in charge of such sub-divisions are entitled District Engineers: Subordinates when in similar charge are entitled District Surveyors. Both are disbursers and Sub-Divisional officers. Other sub-divisions may from time to time be formed of a permanent or temporary character, the officers or subordinates in charge of which may or may not be disbursers. Under the organization in the United Provinces, some of the duties and responsibilities prescribed in the Public Works department Code, as those of the Executive Engineer, devolve on the District Engineer, District Surveyor, or other disbursing Sub-Divisional officer, and an endeavour has been made in compiling this Manual

But all cases of doubt should be

C. 332 and 338, it being understood

Surveyors. In this Manual and Government orders generally the

## DIVISIONAL AND SUB-DIVISIONAL CHARGES.

term District Engineer must be understood to include District Surveyor, unless otherwise stated or apparent from the context.

**105A.** The allowances granted to subordinates for holding charge of sub-divisions will be regulated in accordance with the rules printed in M. 210A.

[B. R. file no. 103CE.]

**106.** Officers and subordinates in charge of sub-divisions must subscribe their departmental rank and title after their names on all letters, reports, estimates, plans, and other official documents and these must be reproduced in full in all copies of documents.

M. 260.

**106A.** (a) A report of the progress on projects for which funds are provided in the budget or have been appropriated by the

B. R. file no.  
11B—SM.  
notes, pages  
33-39.

form no. 21 by each Executive Engineer, through the Superintending Engineer, so as to reach the Chief Engineer's office by the 5th of each month.

The first report will issue from the Chief Engineer's office immediately after the budgets are printed off, and it will be kept posted up by Executive Engineers and circulated regularly in the order indicated on the form.

(b) Lists of works in progress without sanction to estimate and allotment of funds will be prepared and submitted in Manual form no. 22.

## Divisional Engineers' inspections.

**107.** In the United Provinces, where the duties of Executive Engineers as disbursers devolve largely on Sub-Divisional officers, the Code rules defining the responsibilities and

C. 295-297,  
319  
C. 268-272.

M. 94.

(I) This form is intended as a memorandum to assist the

(II)

no. 35. This form is intended as a memorandum to assist the Divisional Engineer in his inspection. It is not exhaustive and may be expanded by the Divisional Engineer at his discretion, additional matter being inserted on separate sheets in half margin

(III)

is not a disburser, the which refer to disbursing

## DIVISIONAL ENGINEERS' INSPECTIONS.

(IV) The report should be prepared by the inspecting officer, and therein noticed have not been previously noticed as matters noticed but not attended to. The report should also, as a rule, show briefly what steps have been taken to remedy all defects previously noticed.

(V) The Sub-Divisional officer should, if possible, be at hand during the inspection to answer questions, and give any information or ex-

(VI)

Sub-Divisional officer This copy should be returned to the Divisional officer after perusal, and should be retransmitted by the Divisional Engineer to the Sub-Divisional officer with such orders endorsed on it as may be necessary after the original is returned by the Superintending Engineer with his remarks to the Divisional Engineer.

## Encroachments and unauthorized occupation of Government land.

C. 298.

**108.** The construction on Government land in charge of the Public Works department of a building, well, or other structure (whether permanent or temporary) by a tenant or any other individual, official or private, and whether for a public or private purpose, or the occupation or disturbance of the surface of such land, except such as a tenant is entitled to effect, without the knowledge and content of the Divisional Engineer is to be considered an encroachment.

C. 911.  
C. 298  
M. 533.

M. 117.

**109.** As soon as any encroachment is noticed, a report should immediately be sent by the Public Works officer to the Magistrate in whose district the encroachment has occurred: thereafter the responsibility of removing such encroachments will lie with the Civil authorities; but if satisfactory action is not taken, the Public Works department should continue to draw attention to the case. The divisional and sub-divisional officers should keep each other informed of encroachments noticed and of the action arising from them. In this connection see Appendix 12.

## Building on Government land.

C. 298

**110.** Sanction of Government in the Public Works department to the Divisional Engineer should not be granted if commenced by any other person or body or individual,

M. 111.

File no. 28D-  
3 (Saharan-  
pur).

the case  
first in-  
t through  
Revenue,  
concerned,

through the official occupying the building.

## BUILDING ON GOVERNMENT LAND.

**111.** When it is proposed to construct a well, culvert or building which will be wholly or partly within the boundaries of a local metalled road, the District Board shall first consult the Divisional Engineer. If he has no objection, the Board may allow the proposal. If the Divisional Engineer's opinion is against the proposal, and the Board does not accept it as correct, the Board shall not itself approve the work but shall refer the question for the orders of the Commissioner.

**112.** Superintending Engineers will sanction all applications for the construction of wells, culverts, etc., within the boundaries of Provincial roads.

These sanctions will be subject to the conditions that the work is done to the satisfaction of the District Engineer Surveyor, and that in the case of wells, the applicant relinquishes all proprietary right thereto and that it will be available for general use by the public. In the case of culverts, etc., the conditions should be that the work is carried out to the satisfaction of the District Engineer Surveyor and that the applicant acquires no proprietary right and is willing to remove the structure at his own cost at any time if required to do so by Government.

NOTE.—Whenever *zamindars* are allowed to build wells, culverts, etc., on Government land, an agreement in Manual form no. 38 must be executed and recorded in the Executive Engineer's office, a report of record being made to the Superintending Engineer.

**113.** Whenever any Municipal Board, or other body, desires to construct a building on Government land, or whenever any Barristers, Pleaders, or Mukhtars are desirous of erecting accommodation on Government land for their convenience when attending the courts, the following conditions shall be agreed to by the parties concerned:—

I.—That

action is taken.

II.—Before the erection of the house or building is commenced, an

III.—The Secretary to Government, United Provinces, in the Public Works department, may require the building to be constructed by the

Notes on serial no. 21 of file no. 192-W-1. L. S. G. dept. notification no. 207-IX-82 dated the 28th March, 1916 para. 16. File no. 192-W/1.

Circular no. 10-P. W. dated the 28th July, 1891.

M 70.

File no. 4B/1.

\*NOTE—(1) In the case of a Bar Association or other permanent body the building should be constructed by the



## BUILDING ON GOVERNMENT LAND.

officers of the Public Works department, in which case its estimated cost must be paid into the Government treasury before the work is commenced, together with a charge of 12 per cent. for the supervision of the construction of the building. If the construction of the building, together with the charge for supervision, amounts to more than the sum deposited, the parties concerned will have to pay the difference before they take possession of or occupy the building, if to less, the difference will be refunded to them.

Government and the party or parties concerned in the said structure shall in such events not be entitled to any compensation therefor.

V.—Neither the Municipal Board, Barristers, Pleaders or Mukhtars, or their successors, executors, administrators, or assigns, or any one of them, or any right or interest in such building, or any part thereof, or any such Board, or any one of them, or any successor, etc., shall be entitled to any compensation or remuneration, with the exception of land revenue.

VI.—The Government shall also be at liberty to require the removal of the house or building at any time on payment of the value of the structure, as determined by the Superintending Engineer, according to its then condition or state of repair.

VII.—No additions or alterations subsequently required should be made to the house or building until the plans thereof have been approved and the sanction of Government accorded to the same.

**114.** Whenever any Barristers, Pleaders, or Mukhtars are granted permission to erect a building in accordance with these rules, an agreement in the following form must be duly entered into by all concerned. Thereafter every Barrister, Pleader or Mukhtar, on first admission to the use of the building, must execute and register a similar agreement. Such agreement (printed as Manual form no. 37) should be properly stamped before execution, and registered, after execution, within the period of time allowed by law.

C. 776.

*Form of Agreement.*

Whereas His Honour the Lieutenant-Governor of the United Provinces of Agra and Oudh has, in Resolution no. 10 P. W., dated the 28th July, 1891, laid down certain rules under which buildings for the accommodation of Barristers, Pleaders, and Mukhtars attending the public courts may be erected on Government land, and whereas the Barristers, Pleaders, and Mukhtars of the district of \_\_\_\_\_ have, in accordance with the rules aforesaid, applied for leave to erect a building for the accommodation upon the Government land in the vicinity of the \_\_\_\_\_ Court-house at \_\_\_\_\_, and

## BUILDING ON GOVERNMENT LAND.

whereas such leave to erect such building has been granted in letter no. . . , dated the . . . , from the Secretary to the Government, United Provinces of Agra and Oudh in the Public Works department, to the

Now we, the Barristers, Pleaders, and Mukhtars of the . . . district, whose signatures are hereunto annexed, in consideration of being allowed to erect the said building upon the said Government land, do agree and undertake with the Secretary of State for India in Council, his successors in office and assigns, on behalf of ourselves and all persons to whom the said building, or the use of the said building, may be assigned, allowed, or granted under rules to be framed by us and sanctioned by the . . . for the time being :—

*Firstly.*—That we shall maintain the said building in proper repair, and that we shall at all times, without objection, make such repairs to the said building as the Superintending Engineer of the Circle may by letter, under his signature, require to be made

*Secondly.*—That we shall not, without the permission of Government, in the Public Works department, devote the said building to any other purpose than that for which it is allowed to be erected, that is to say, the accommodation of the . . . Pleaders of the district of . . . for purposes connected with their practice in the Civil and Criminal Courts.

*Thirdly.*—That if we shall . . .

*Fifthly.*—That we shall without objection pay all taxes chargeable upon the said building when erected, whether such taxes be leviable by law upon landlord or tenant, always save and provided that we shall not be liable to pay land revenue.

*Sixthly.*—That if Government require the removal of the said building

*Seventhly.*—That no additions or alterations subsequently required will be made to the said building until the plans thereof have been approved and the sanction of Government accorded to the same

**115.** As the Assistant Government Advocate disposes of all ordinary conveyancing work, all deeds to which the Government is a party, sent to the Government Advocate, should be addressed to the Assistant Government Advocate.

For rules regarding engrossing, executing, stamping and registering of instrument, see Appendix 13.

## Maintenance of road boundaries.

C. 238

**116.** Road maps, showing accurately the boundaries of all 1st and 2nd class roads in charge of the department, should be kept, corrected up to date, in the divisional office.

**117.** Divisional and Sub-Divisional officers when inspecting their roads should be specially careful to notice promptly, any encroachments on the road boundaries. The need for watchfulness in this respect is all the greater as encroachments are almost invariably made very gradually.

**118.** Wherever the alignment of a new railway involves a diversion of an existing road, the acceptance of the local authorities in charge of the road of each proposed diversion should invariably be obtained before any work thereon is put in hand.

## Treasury strong-rooms.

**119.** The following rules, regarding the security of treasury strong rooms, so far as they affect the Public Works department, are extracted from the Board of Revenue circular no. 31-X, paragraphs 5 to 9 [Board's book of circulars, volume II, 1907]:—

(c) *Rules for storage of coins in treasuries both at headquarters and tahsils.*

\* \* \* \* \*

5 The following are the authorized methods of storing coin in strong rooms:—

- (i) In bags of uniform contents, placed in strong iron boxes or safes, or wooden chests, or built recesses or wells, each of which has two independent locks, both of which must be opened before access is obtained to the contents. One of the keys to remain in charge of the treasurer, the other of the gazetted officer in charge.
- (ii) In bags of uniform contents piled upon trestles. This method is not admissible unless every door, window, drain, skylight, ventilator or other aperture in the walls of the strong room is so closed as to prevent the insertion of any rod or instrument within the room.
- (iii) Temporarily in boxes prepared for remittance in the manner prescribed in the account code.

C. 239.

G. O. (Revenue) no 1517/  
I—581, dated  
1910

7. Copy of the Executive Engineer's certificate and of the District Superintendent's or Commanding Officer's order shall be suspended in a conspicuous place within the strong room, and it shall be the duty of the officer in charge of the treasury to see that any conditions as to the manner of storage expressed in these documents are acted upon.

TREASURY STRONG ROOMS.

C 200

Engineer, and that for the security of chests and other treasury furniture, not being part of the building or fixtures, shall remain with the officer in charge of the treasury.

NOTE.—(1) A Sub-Divisional officer's certificate may be accepted for outlying sub-treasuries. In giving a first certificate for outlying treasury, or in renewing a certificate, the Sub-Divisional officer will be bound by the above rules.

NOTE.—(2) Executive Engineers when they visit the neighbourhood of a treasury, shall inspect it, and, if the last certificate was signed by a Sub-Divisional officer (District Engineer Surveyor), shall also inspect the treasury building and certify to its safety, or should defects exist, specify what alterations are required

E 13

Monuments and buildings of archaeological and historical interest.

**120.** The Government of India having issued stringent orders regarding the care and preservation of all monuments and buildings of archaeological and historical interest, a careful and exhaustive survey has been made and a detailed descriptive list prepared of all structures of this character in the United Provinces, both public and private, in the preservation of which the State is interested. This list is printed as Appendix 14.

C 300, 301.

**121.** Under the Ancient Monuments Preservation Act (VII of 1904) all ancient monuments not already shown in the Public Works department list of archaeological works [Appendix 14], which it is considered desirable to protect from decay, may be declared so protected by notification under the Act. When so declared, the Government acquires no proprietary right or title to the property but its maintenance in good order either by the Government or the owner, is secured in terms of the agreement entered into under section 5 of the Act.

C. 897.

**122.** Proposals emanating from the Public Works department for the protection of any monument, should be submitted through the Archaeological officer to the Commissioner. The latter, if he acquiesces in the desirability of protecting it, will forward the proposal to Government accompanied with a draft notification for publication in the gazette. The Local Government will, before publishing the notification, consult the Director-General of Archaeology in cases in which that officer

\* Buildings and Roads Manual, form no 39.



MONUMENTS AND BUILDINGS OF ARCHAEOLOGICAL AND

31.

Add the following after paragraph 127 P. W. D. Manual Orders

C 835

**127A.** The following procedure shall be adopted in the submission of conservation notes drawn up by officers of the archaeological department in connection with archaeological monuments:—

ANCIENT MONUMENTS SITUATED IN BRITISH TERRITORY AND IN NATIVE STATES UNDER LOCAL GOVERNMENTS.

C. 836

I. (a) Conservation notes written by provincial archaeological officers on ancient monuments in British territory and in Native States under local Governments will in the first instance be submitted in proof by those officers to the Director-General of Archaeology who will, subject to the condition stated in clause II below, return the notes to the provincial officers who will then submit them to the local Governments concerned

(b) Conservation notes drawn up by the Director-General of Archaeology on monuments in British territory or on those in Native States under local Governments will, subject to the condition stated in clause II below, be submitted by him direct to the local Governments concerned

II. (a) In any exceptional cases the Director-General should submit copies of his own notes as well as those of provincial officers to the Government of India in the department of Education.

(b) Copies of all notes drawn up by the Director-General of Archaeology and of those by provincial officers will invariably be submitted by the Director-General to the Government of India for information.

[G. O. (Education-Archaeology) no 323, dated the 24th August, 1911 B. and E. file no. 35731. serial no 210]

**127B.** Subject to the reservations stated in clause (c) below, the following subsidiary instructions have been laid down regarding the preparation and submission to the Director-General of Archaeology of notes drawn up by archaeological and public works officers for the conservation of ancient monuments:—

C. 302.

(a) P. . . . .

D. B. Act  
III, 1900  
Sec. 24.

(b) All proposals initiated by provincial archaeological officers should be incorporated in notes which are to be printed and dealt with as prescribed in paragraph 127 A above, and should not form the subject of ordinary correspondence.

Suppl. Act  
II, 1916, Sec.  
93.

(c) The instructions in clauses (a) and (b) above will not apply in the case of proposals for works which are of a minor and unimportant nature and which do not involve any restoration of the monument concerned or any innovation or addition thereto.

In cases of exceptional urgency, where provincial archaeological officers have not time to submit their proposals or those of the public works officers to the Director-General, they should communicate to him copies of the proposals made as soon as possible.

[G. O. (Education-Archaeology and Epigraphy) no. 201-211, dated the 17th May, 1915. B. and E. file no. 35731. serial no. 212.]

Explanation:—Estimates need not be forwarded for the approval of the Director-General of Archaeology, save in exceptional circumstances when the local Government especially desires his opinion on them.

[Director General of Archaeology in India, no 1221, dated the 21st August, 1914. B. and E. file no. 35731. serial no. 323.]

## RELATIONS OF DEPARTMENTAL OFFICERS TO OFFICIALS AND PUBLIC BODIES.

unavoidably prevented by his professional duties, in which case he will inform the Chairman of his inability to attend).

NOTE.—(i) Attendance of government officers at District Board meetings.  
D. B. Manual, page 8—D. B. Act III of 1906, section 21.  
D. B. Manual, pages 50-67—Chapter II.

(ii) Budgets, appropriations, etc.  
D. B. Manual, pages 67-82—Chapter IV.

(iii) Monthly account of receipts and expenditure in Public Works department  
D. B. Manual, pages 143-145—Chapter IV.

(iv) Public works generally.  
L. S. G. dept. notification no. 207—IX—82, dated the 29th March, 1916.

C. 305  
M. 386.

**134.** The Civil Officers, other than the Lieutenant-Governor and his Secretaries, who are duly authorized to give positive orders to the Public Works department, are the Commissioner of the division and the Chief Civil officer of the district (or his lawful representative) *acting in his capacity as Magistrate.*

Circular no  
1 P. W., of  
18-2-'33

C. 305.

**135.** In the event of a Sub-Divisional officer receiving from an officer under whose orders he is serving an order which he finds himself unable to carry out without transgressing departmental rules, it is his duty to represent this to the officer who gave the order. If the latter maintains his order, the Sub-Divisional officer should proceed to carry it out, informing the officer that he does so against rules and on his responsibility, and he must at once report the matter to the Divisional Engineer for the information of the Superintending Engineer.

218.

M. 219(a).

**136.** Officers and subordinates having occasion to leave the limits of their charge (as for example to attend a Volunteer meeting or on casual leave) should obtain the previous sanction of their departmental superior; but Divisional and District Engineers and District Surveyors should consult the convenience of their divisions in their absence.

C. 307.

**137.** Sub-Divisional officers will in all professional matters receive their orders from, and make their reports to, the Executive Engineer of their division.

### Preparation of projects.

C. 309.  
M. 393.

**138.** The Divisional Engineer may prepare a design and estimate entirely in his own office, or cause it to be prepared entirely by a Sub-Divisional officer or subordinate, or he may cause it to be prepared partly in his own and partly in a subordinate office. It is desirable that Sub-Divisional officers should, as a rule, prepare or superintend the preparation of all ordinary designs and estimates for projects in their own sub-divisions; but Divisional Engineers should exercise a judicious control over the preparation of all projects, readily affording help and advice when necessary.

NOTE.—In the early stages of a project it will be conducive to much saving in labour and time if the Sub-Divisional officer freely and closely consults his Divisional Engineer on the general features and details.

## PREPARATION OF PROJECTS.

**139.** Working drawings will be prepared in the sub-divisional office, unless the Divisional Engineer himself undertakes to furnish them or is required to do so by higher authority.

## Objectionable and excess expenditure.

**140.** The instructions issued by the Local Government for the guidance of Public Works and Civil Officers, with a view to prevent *irregular* and *excess* expenditure are printed in Appendix 16.

*Original works and repairs.*

- (a) All excesses up to a lump sum of Rs. 50 in each case, irrespective of any percentage limit, to be passed by the Accountant-General without reference to any other officer.

File no.  
861 W.

- (b)
- (c) the Superintending Engineer  
Excesses beyond the limits laid down in C. 350 to be also included in the divisional objectionable items statement with a remark to the effect that the approval of the authority who sanctioned the estimate should be obtained to pass the excess in each case, provided the total expenditure is within that authority's power of sanction.
- (d) Excesses on tools and plant estimates. The same procedure to be followed as for original works and repairs, except in the case of live stock and office furniture, for which the limit up to which Superintending Engineer can approve excesses will be Rs. 50 in each case.

## Assistant Engineers and Upper Subordinates.

**141.** The rules in C. 330-332, apply to all Sub-Divisional officers, including subordinates when in charge of sub-divisions.

C. 278.

**142.** Upper subordinates considered qualified to hold charge of a district or sub-division, may, with the approval of the Chief Engineer, be so appointed. In the United Provinces 36 district charges have been sanctioned by the Government of India to be held by upper subordinates. When so placed in charge they will receive a Local (duty, vide M. 210A) allowance of Rs. 50 per mensem, provided the number of charges does not exceed 36.

C. 334  
M. 100.

[O. O. P. (P. W. D.) no. 1702G, dated the 20th December, 1903 B. E. No. no. 300E sl. no. 37.]

## The Accountant-General.

**143.** Besides the functions (i) and (ii) defined in C. 344, and 346, the Accountant-General has frequently to act in two capacities not mentioned in the Code, namely, (a) as Auditor on behalf of the Local Government, and (b) as Head of an office. In such cases the procedure prescribed in C. 345 does not provide sufficient record of the reference in both offices, and is in other ways inconvenient. When therefore the Accountant-General corresponds with the Local Government in either of these two capacities, the communication should be conducted by official letter with the main corre-

C. A. C.  
1631, 1633.



RELATIONS OF DEPARTMENTAL OFFICERS TO OFFICIALS  
AND PUBLIC BODIES. -

unavoidably prevented by his professional duties, in which case he will inform the Chairman of his inability to attend).

NOTE.—(i) Attendance of government officers at District Board meetings.

D. B. Manual, page 8—D. B. Act III of 1936 section 24.

D. B. Manual, pages 53-54—Chapter II.

(ii) Budgets, appropriations, etc.

D. B. Manual, pages 87-93—Chapter IV.

(iii) Monthly account of receipts and expenditure in Public Works department.

D. B. Manual, pages 113-114—Chapter IV.

(iv) Public works generally

L. S. G. dept. notification no. 207—IX—32, dated the 29th March, 1916.

C. 305  
M 386.

**134.** The Civil Officers, other than the Lieutenant-Governor and his Secretaries, who are duly authorized to give positive orders to the Public Works department, are the Commissioner of the division and the Chief Civil officer of the district (or his lawful representative) acting in his capacity as Magistrate.

Circular no  
I P. W., of  
18-2-'93.

**135.** In the event of a Sub-Divisional officer receiving from an officer under whose orders he is serving an order which he finds himself unable to carry out without transgressing departmental rules, it is his duty to represent this to the officer who gave the order. If the latter maintains his order, the Sub-Divisional officer should proceed to carry it out, informing the officer that he does so against rules and on his responsibility, and he must at once report the matter to the Divisional Engineer for the information of the Superintending Engineer.

C. 305.

**136.** Officers and subordinates having occasion to leave the limits of their charge (as for example to attend a Volunteer meeting or on casual leave) should obtain the previous sanction of their departmental superior; but Divisional and District

M. 219(n).

convenience  
divisions  
absence.

**137.** Sub-Divisional officers will in all professional matters receive their orders from, and make their reports to, the Executive Engineer of their division.

C. 307.

## Preparation of projects.

**138.** The Divisional Engineer may prepare a design and estimate entirely in his own office, or cause it to be prepared entirely by a Sub-Divisional officer or subordinate, or he may cause it to be prepared partly in his own and partly in a subordinate office. It is desirable that Sub-Divisional officers should, as a rule, prepare or superintend the preparation of all ordinary designs and estimates for projects in their own subdivisions; but Divisional Engineers should exercise a judicious control over the preparation of all projects, readily affording help and advice when necessary.

C. 309  
M 39.

NOTE.—In the early stages of a project it will be conducive to much saving in labour and time, if the Sub-Divisional officer freely and closely consults his Divisional Engineer on the general features and details.

## Chapter IV.—General Rules—Personal matters.

	Para.		Para.
Employment of public servants in private transactions. ...	148	Pensions and gratuities ...	181
Landed property ...	151	Authority to travel beyond limit of charge ...	187
Insolvency and habitual indebtedness ...	152	Travelling allowance ...	188
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Procedure in dealing with contracts and law suits, etc. ...	154	Pseudonymous and anonymous communications ...	207
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Suspension, Resignation and Dismissal ...	166		

### Employment of Public Servants in Private Transactions.

**148.** Public officers are reminded that the employment of public servants in making purchases, or in any private matter in which receipt or expenditure of money is concerned, is strictly prohibited. This prohibition is not intended to preclude officers from employing public servants to procure for them conveyance or necessary supplies while they are travelling upon duty (though in all such transactions constant vigilance is needed to prevent cheating and extortion).

C. 376.  
M. G. O.,  
111, 831.

Note.—The rules published by the Government of India (Home department) relating to Government servants' conduct are contained in M. G. O., 111., 301 to 331.

**149.** The employment of Government officers on private engineering or architectural work is strictly prohibited except as provided in Civil Service Regulations, article 74. When Government sanction has been accorded, which will only be given on the certificate of a Superintending Engineer that the official concerned is able to undertake the work without detriment to his legitimate duties, the work may be taken in hand, and the remuneration therefor will be regulated in terms of Government of India (Public Works department) no. 3231G., dated the 30th December, 1896. The acceptance of this remuneration will also require the sanction of the authority indicated in Civil Service Regulations, article 74.

**150.** The conditions under which a Government official may take up employment outside his own department or under a foreign employer, are contained in C. 378—381.

### Landed property.

**151.** The following instructions should be followed in the preparation and for every officer pay exceeding Rs.

C. 378

erty  
on  
by

### LANDED PROPERTY.

his wife, or by any member of his family living with, or, in any way dependent upon him:—

- (1) A declaration shall be made in *Memorandum Form No. 8* on first appointment

to the heads of their offices.

- (2) In cases where personal registers, character books or service rolls are maintained, the particulars of the land held, or the fact that no land is held, shall be entered under the initials of the head of the office in such books at the time of the first appointment and on receipt of a subsequent declaration.

- (3) Where the personal register is not maintained, the declarations shall be forwarded to the Superintending Engineer of the circle in which the officer is serving through the proper channel, and similar entries shall be made in registers to be maintained by that officer.

*NOTE*—Land occupied by buildings for residences with their usual appurtenances should not be entered; but only land intended to be applied to agricultural purposes and villages.

### Insolvency and habitual indebtedness.

C. 275  
M. G. O.,  
III, 317.

**152.** (1) When a government servant is adjudged or declared an insolvent, or when one moiety of the salary of such government servant is constantly being attached, has been continuously under attachment for a period exceeding two years, or is attached for a sum which, in ordinary circumstances, cannot be repaid within a period of two years, he will be considered liable to dismissal.

*NOTE*—It is open to the authority concerned to remove or discharge such government servant.

(2) When such government servant is not liable to dismissal otherwise than by or with the sanction of the Secretary of State, the matter must, if he is declared insolvent, and may, if a moiety of his salary is attached, be reported to the Secretary of State, pending the receipt of whose orders he will be suspended from the service.

(3) In the case of any other government servant, the matter should be reported to the Local Government or to such authority subordinate to the Government as may, by general or special order, be directed.

*NOTE*—Heads of departments have been authorized to dispose of cases where the pay of the official concerned does not exceed Rs. 100 a month. [Authority vested in Chief Engineer, the Superintending Engineer and the Sanitary Engineer, vide G. O. (G. A. department) no. 1543-III-275, dated the 18th September, 1913. B. E. file no. 10362/21, serial nos. 1-3.]

(4) When a moiety of an officer's salary is attached the report should show what is the proportion of the debts to the salary; how far they detract from the debtor's efficiency as a

... whether the debtor's position is irremediable, it is desirable the matter was  
... vernment.

## INSOLVENCY AND HABITUAL INDEBTEDNESS.

the debtor.

## Security deposits.

**153.** Rules regarding the payment into the postal savings bank of security deposits will be found in paragraph 45 of Section VI of the Postal Guide, see also M. 377.

C. 387.

The pass book is to be kept in the cash chest.

C. 1343.

## Procedure in dealing with contracts and law suits, etc.

**154.** (1) The attention of Executive Engineers is invited to the (1910) issued by publication, and several notes on the subject of contracts and contractors has been reprinted with the sanction of the Government of India.

(2) Attention is also invited to the rules for the conduct of civil suits, affecting this department, contained in parts I, IV and V of the Legal Remembrancer's Manual (1899).

NOTE.—Extracts from chapter VIII of the Contract Manual, and the Legal Remembrancer's Manual are printed in Appendix 17.

**155.** It is the duty of Sub-Divisional officers to communicate immediately with their Divisional Engineer whenever they or any of their subordinates are threatened with, or likely to be concerned in, legal proceedings in respect of matters connected with, or arising out of, the public works in the division.

**156.** The orders in C. 388 and M. 154 are equally binding on Assistant Engineers and Subordinates. Particular attention is drawn to the following points:—

(a) The sanction of the Chief Engineer is required of the Public Works Department.

M. App. 17,  
E—Part IV,  
152.  
Part V, 252

(b) The sanction of the Legal Remembrancer is necessary before a suit can be defended on behalf of Government.

M. App. 17,  
E—Part V,  
210, 216  
M. App. 17,  
E—Part V,  
211.

(c) The sanction of the Chief Engineer is required of the Public Works Department.

## PROCEDURE IN DEALING WITH CONTRACTS AND LAW SUITS, ETC.

M. App. 17,  
B.—Part V  
214.

- (d) The necessity for giving full and complete information to the District Magistrate regarding *facts* in suits of all kinds.

**157.** As soon as a decree has been given against Government in any suit against the Public Works department the Divisional Engineer concerned should ascertain the amount of decree and costs payable, and cause the amount to be paid without delay to the Collector on behalf of Government.

## Leave.

**158.** Under C. 389 and Civil Service Regulations, article

G. O. no.  
1866—68E,  
dated 22nd  
October, 1902,  
B. R. file no.  
657E.

M. 106.

who will furnish the certificate of title to leave, to the Local Government for orders). Superintending and Executive Engineers may also grant all kinds of leave to office and petty establishments under their orders subject to the provisions of Civil Service Regulations, article 335.

- (i) Granting leave in excess of amount earned, (C. S. R., 246, 247).

- (ii) Granting leave before the expiry of eleven months after duty was last interrupted, (C. S. R., 260).

- (iii) Granting leave within an interval of six months between two periods of such leave, (C. S. R., 260).

- (iv) Permitting the retirement of an officer in continuation of such leave, (C. S. R., 226).

## (b) Leave on private affairs.

- (i) Grant to an officer, who had previously taken furlough, (C. S. R., 337).

- (ii) Grant to an officer, who has not rendered 6 years' service (C. S. R., 337).

- (iii) Repeating the leave after less than 6 years' interval (C. S. R., 337).

## (c) Furlough.

- (i) Grant to an officer before the expiry of 18 months after the last return from privilege leave of over 6 weeks duration (C. S. R., 338 (b), proviso (iii)).

C. 396.

**158A.** The Local Government has been empowered by the Government of India to grant leave to *temporary Engineers*, otherwise than what is admissible to temporary servants, generally, provided that the leave and leave allowances granted are kept within the limits of the rules of the Civil Service Regulations which apply to officers appointed to the Provincial Service of the Public Works department; and that it is clearly understood that granted to temporary or withheld on a

[G. O. (P. W. D.) no. 592-E, B., dated the 30th June, 1915. I. B. file no. 1 BSE, cl. 2].

## Leave after fifty-five years of age

**159.** In considering applications for leave from officials who have attained the age of 55 years, the provisions of article

## LEAVE.

345 of the Civil Service Regulations, regarding the nature and extent of leave that may be granted to such officials, should be carefully observed, as the neglect of them in regard to any officer may cause an interruption in his service, and thus interfere with his title to pension. No leave of any description extending beyond the date on which an officer attains the age of 55 can be granted, unless he has previously been granted an extension of service under article 459, Civil Service Regulations; see also article 826, in the case of privilege leave.

*Return from leave.*

**160.** An Engineer or Upper subordinate on leave in India for more than three months should, fourteen days before the expiry of his leave, apply direct to the Chief Engineer for orders as to his destination. A Lower subordinate should apply to the Chief Engineer for orders to return to duty (Civil Service Regulations). The leave only counts from the date of leaving the office to which he is sent. If he is sent for three months or more, he should, in the absence of orders to the contrary, rejoin his office in India other than the Civil Service. C.412—416.

**161.** Orders regarding granting of leave annually to Reservist Sepoys employed in the Civil department to attend drill duty and the pay to be drawn by them during absence will be found in Appendix 18. M. G. O., X. 1344.

**162.** When an officer is granted leave on account of ill health, that officer should be informed whether the leave be technically leave on medical certificate or not, for purposes of articles 320 and 342, Civil Service Regulations. M. 158, note (1).

granted on account of ill health, that officer should be informed whether the leave be technically leave on medical certificate or not, for purposes of articles 320 and 342, Civil Service Regulations. M. 147.

In the case of leave to Lower subordinates granted by Superintending Engineers, a copy of the order as issued will be furnished to the Accountant-General, and included in the monthly report (Manual form no. 7).

**163.** With a view to arrangements being made to meet, as far as possible, the requirements of officers on leave during the following year, the Chief Engineer intending to apply for leave should submit a statement annually through the Chief Engineer of the Civil Service, in the statement in Manual form no. 9, submitted by Sub-Divisional officers on the 15th November and by Divisional Engineers on

## LEAVE.

the 1st December. Each Superintending Engineer will forward to the Chief Engineer on the 2nd January a return, showing the nature and amount of leave likely to be applied for by the officers of the superior establishment in his circle and the date from which it will probably be required in each case. It will be understood that priority of claim will be given to applications supported by medical certificate.

Note.—When leave is applied for, the article of the Civil Service Regulations under which it can be granted should be specially mentioned.

Notes on serial no. 33 of file no. 18—74.

**164.** The leave recorded against officers is the time during which they were actually absent from duty, and not the period which leave was granted. Applications to cancel leave granted as distinct from applications to be permitted to return to duty before the leave granted has expired, are unnecessary and cause useless correspondence.

## Service Books

**165.** For every non-gazetted officer holding a subordinate appointment on the permanent staff of the subordinate, petty establishment, a service book should be kept up in accordance with the following instructions:—

- (i) A service book is supplied, at his own cost, to every officer on his appointment.
- (ii) Every step in an officer's official life, whether of promotion, leave, transfer, suspension or dismissal should be recorded in the book, each entry being contemporaneously attested by the officer.
- (iii) The service book should be kept up in accordance with the following instructions:—
- (iv) The service book should be kept up in accordance with the following instructions:—
- (v) The service book should be kept up in accordance with the following instructions:—
- (vi) It will be the duty of the head of the office to see that the service book is correctly posted and kept up to date. This officer in all monthly pay bills.

C. S. R., App. page 87, (form 23).

M. A. R., 53.

C. S. R., 818, 822.

M. A. R., 53.

M. O. O. X. 1365.

C. S. R., 819.

C. 418 434.  
M. O. O., III,  
369-377.  
C. 423, 429.

## Suspension, Resignation and Dismissal.

**166.** The rules regarding the punishment of officials and the procedure in regard to dismissal of Government officials are contained in Appendix 19. Except in cases of violent or outrageous conduct requiring instant action, dishonest or improper dealings which render it necessary to suspend the persons concerned, and of which immediate notice shall be made to Government, no member of the Public

## SUSPENSION, RESIGNATION AND DISMISSAL.

establishment should be suspended, or recommended for suspension, until a definite specific charge has been framed, reduced to writing, and supported by recorded evidence, nor until the accused has been informed of the charges brought against him, and has submitted, or has been afforded a reasonable opportunity of submitting, his defence. This complete record must invariably be forwarded to the authority which has to deal with the case.

NOTE.—Serious offences committed by temporary or work establishment will be disposed of finally by the authority competent to appoint; but a proper record in writing should also be kept in each case of the charge, defence, and punishment awarded. One month's notice should always be given if the offender is punished by dismissal or removal unless the circumstances of the case are such as to entail forfeiture of this indulgence and justify immediate dismissal or removal.

C. 111 (iv)

## (a) Suspension.

**167.** Executive Engineers have power to suspend Upper and Lower subordinates and employés of equivalent or inferior rank, subject in the case of Upper subordinates to the confirmation of the Superintending Engineer; and in the case of Lower subordinates to the confirmation of the Superintending Engineer or Accountant-General, as the case may be, on the day the suspension is ordered.

C. 423.

**168.** Executive Engineers have power to suspend Lower subordinates where it is evident that the suspension is justified; as a rule it will be preferable for them to take the orders of the Chief Engineer before proceeding to this extremity with the superior officers of the establishment.

**169.** Release from suspension may be sanctioned—

C. 425.

- (i) by the Local Government in the case of Upper subordinates, i.e., the authority competent to appoint or dismiss, also any other official whose appointment has been specifically sanctioned by the Local Government;
- (ii) by the Chief Engineer in the case of permanent Lower subordinates;
- (iii) by the Superintending Engineer in the case of office and petty establishments.

C. 254 (f), (h).  
C. 223 (a), (c).  
C. 329 (j), (o).

person is to be released from suspension until a decision has been made and the order is issued.

C. 423.



## LEAVE.

the 1st December. Each Superintending Engineer will forward to the Chief Engineer on the 2nd January a return, showing the nature and amount of leave likely to be applied for by the officers of the superior establishment in his circle and the date from which it will probably be required in each case. It will be understood that priority of claim will be given to applications supported by medical certificate.

NOTE.—When leave is applied for, the article of the Civil Service Regulations under which it can be granted should be specially mentioned.

Notes on serial no. 33 of file no. 18—74.

164.

is the time during not the period for col leave granted, o return to duty

before the leave granted has expired, are unnecessary and cause useless correspondence.

## Service Books.

C. S. R. 816,  
818-822  
M. A. R., 53,  
54, and 56.

165. For every non-gazetted officer holding a substantive position on the permanent staff of the subordinate, office or id be kept up in accord-

C. S. R. 818

(i) A service book is supplied, at his own cost, to every officer on his first appointment.

C. S. R., 816,  
820, 821.

(ii) Every step in an officer's official life, whether of promotion, reduction, leave, transfer, suspension or dismissal should be recorded in this book, each entry being contemporaneously attested by the head of his office.

C. S. R., App.  
page 87,  
(form 23)

(iii) The entries on the opening page of the service book should be renewed or re-attested, at least every five years, and the signature in columns (8)

M. A. R., 53  
54.

C. S. R., 818,  
822.

M. A. R., 56.

be certified to by the drawing officer in all monthly pay bills.

M. G. O. X,  
1365.

(vii) Inspecting officers should examine the condition of the service books kept up in the offices inspected by them

C. S. R., 819.

NOTE.—(1) It is the duty of every officer to see that his service book is properly kept up and that all entries in it are properly attested

NOTE.—(2) If the service book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for pension.

5. 0

20.

C.  
M.  
569  
C.

Add the following as note (3) to paragraph 165, P. Manual of Orders:—

[B. and R  
file no  
1036E, serial  
no. 158]

In lieu of service books, service rolls in Civil form 14 J will be kept up for all "inferior" ...

## SUSPENSION—RESIGNATION—DISMISSAL.

Government in any branch of the service. In ordinary cases where an officer is removed from the department, the expression "services dispensed with" should be used; and in cases where an officer is on probation, no term implying removal from the service should be employed. It is sufficient to say that he has ceased, or will cease, to belong to the Public Works department.

M. 24,35.

*NOTE.*—In every case of dismissal by order of Government, report will be made to Government of the date on which the order has been carried out and of the adjustment of all dues of salary and subsistence allowance having been effected.

**179.** Stamps should not be required on applications for orders connected with the dismissal or removal of a government servant. When however anything beyond a copy of the order directly disposing of the case is given, a charge should be made for copying based on the rates laid down in M. 247.

**180.** Cases of physical incapacity should be dealt with according to rule. In the case of inaptitude for the particular branch of occupation to which a person may have been originally appointed, it should be ascertained whether the difficulty could not be overcome by a readjustment of duties without recourse to the harsh step of dismissal or removal.

C 427.  
C. S. R., 427,  
453

## Pensions and Gratuities.

**181.** In regard to the retention and retirement of non-gazetted officers in superior service the rules laid down in M. G. O., X., 1355—1361, may be referred to.

B. R. file no  
118B/5, sh.  
no. 192.

*NOTE.*—Officers must understand that an order of extension of service to an officer who has attained the age of 55 years should always be regarded as being given upon the understanding that full effect is only to be given to it if the officer remains efficient. An extension of service does not necessarily last up to the date mentioned in the order but may be terminated at any time by the sanctioning authority if the efficiency of an officer appears to be impaired. The immediate superior of the officer to whom the extension was granted is responsible for reporting any material loss of efficiency.

G. O. (Fincl.  
no 1367—X-  
81, dated  
12-5-1911.

**182.** Officers are reminded that unless the claims to pension or gratuity of men removed from the service of the time and sent up for orders,

P. W. D.  
Circular no.  
IV, dated  
1-7-81.  
C. S. R.,  
441—444.

ity without a proper m  
incapacitated cannot obtain either pension or gratuity.

M. 159.

*Medical Certificate for invalid pension (C. S. R., art. 442).*

**183.** The following rules relating to the constitution of medical boards assembled to consider all cases of applicants for invalid pension, are extracted from M. G. O., X, 1371 to 1378A:—

A medical board to consider all cases of applicants for invalid pension whose age is below 60 years will be constituted at the headquarters of each of the following divisions for all cases occurring in those divisions (except as provided in para 1378), namely, at Meerut, Bareilly, Agra, Allahabad, Jhansi, Benares, Lucknow and Fyzabad, and at Naini Tal for the Kumaon division during the summer months.

M. G. O.,  
X, 1371

## PENSIONS AND GRATUITIES.

M. G. O.,  
X, 1372.

cept at Agra, tendent of the military medical of the circle; medical officers shall be coun- the board shall be composed of the civil surgeon, the Superintendent of the Central Prison and the Superintendent of the Lunatic Asylum.

M. G. O.,  
X, 1373

The meetings of the medical board shall be held on the second Monday of each month

M. G. O.,  
X, 1374.

M. G. O.,  
X, 1375.

At the close of each month the civil surgeon of the headquarters district will arrange for the convening of the next board, applying to the Principal Medical Officer of the circle for the services of such officers of the military medical department as may be required

M. G. O.,  
X, 1376.

M. G. O.,  
X, 1377.

allowance, a special recommendation may be made to the Local Government for the concession

M. G. O.,  
X, 1378.

All applicants for invalid pension in the Kumaun division, except as provided in paragraph 1371, will receive their certificates for incapacity for of their countersig- from the

at Meerut

M. G. C.,  
X, 1379.

Exceptional cases arising in any district may also be admitted and pension granted under the certificate of the civil surgeon, countersigned by the Inspector-General of Civil Hospitals, at the discretion of the authority who sanctions the pension.

## PENSIONS AND GRATUITIES.

*Nominal-roll of an employé of the department who has been directed to appear before the invaliding board of the division, which is to be held on the*

Name	Official designation	Residence	Age (as shown in service records)	Length of service.	Approximate amount of pension applied for	Whether compulsory or voluntary retirement	Character.	Medical leave obtained during the service	Remarks (showing marks of identification)

Dated

The

19 }

Head of the department.

**184.** The rules regarding the preparation and submission of applications for pensions and gratuities are contained in chapter XLV

tion  
913(f)  
form

form no. 501 for gazetted officers

NOTE.—For instructions issued in both the Financial and Public Works departments in respect of the prompt preparation and disposal of pension cases, see Appendix 20. Miscellaneous form no. 6J should be used in sanctioning a pension. [R. B. file no. 1038E, serial no. 148]

**185.** When the year of birth of an officer is known, but not the month, the 1st July should be treated as the date on which he should be held to attain the age of 55 years; when the month of birth, but not the exact date, is known, the 16th day of the month should be treated as the date of the officer's birth.

[G. O. (P. W. D.) no. 150-141E, dated the 23rd January, 1909. R. B. file no. 777E.]

**186.** Attention is invited to article 744, Civil Service Regulations, printed below. Gratuities granted under this article are (1) limited to two months' pay or Rs. 20, whichever is least, and (2) in cases of death can only be given where the deceased leaves relatives who were living with him on the work when the accident happened and were dependent on him. In such cases, applications should be prepared in accordance with Civil Service Regulations, article 747, and submitted by Divisional Engineers, through the Audit Officer, to the Superintending Engineer for order.

#### Article 744 of the Civil Service Regulations.

A Local Government may, as a special case, grant a gratuity not exceeding Rs. 20, or two months' pay whichever is less, to a day labourer or mechanic injured, or to his representatives if he is killed, in the execution of duty by causes beyond his control, if the injury is not such as to allow of a wound or extraordinary pension being granted.

NOTE.—The powers of a Local Government under this article may be exercised by Superintending Engineers in the Public Works department.

M. G. O., I,  
1365-1368.

C 1588.

M 440.

**Authority to travel beyond limit of charge.**

C. 459. **187.** Officers and subordinates are authorized to travel beyond the limits of their charges when by so doing, they reach by the shortest route works forming part of their respective charges.

**Travelling allowance.**

C. 473. **188.** For the purposes of article 998 of the Civil Service Regulations, the point in a station from or at which a journey should be held to commence or end has been ruled to be—  
 M. G. O., X, 1402. Financial department' Resolution no. 3324/X-T 4, dated the 16th August, 1904, and 7th January, 1905.

(a) the railway station, if the distance between the Collector's office and the railway station be less than three miles;

(b) the railway station; if there be no Collector's office and the starting point or point visited be less than three miles from the railway station,

(c) the actual starting point or point visited in all other cases.

**Exception**—(1) For journeys between Allahabad and Naini central prison and between Allahabad and the Naini leper asylum and vice versa, daily allowance may be charged if the distance actually travelled exceeds five miles.

**Exception**—(2) For the purpose of calculating travelling allowance under article 996 of the Civil Service Regulations the distance between Naini Tal and Kathgodam shall in future be reckoned as sixteen miles.

**Note**—“These orders do not apply in cases falling under the note to clause (b) (1) of C. S. R., article 1065, quoted below—

C. S. R., 1077. **Note**—(2) Application for sanction to conveyance allowance of subordinates shall be submitted in Manual form no. 10.

M. G. O., X, 1403. **189.** The following railway stations have been fixed as the points in the undermentioned stations from or at which road journeys from or to these stations shall be held to commence or end:—

Agra	...	Agra Fort
Benares	...	Benares Cantonment.
Cawnpore	...	Cawnpore (Oudh and Rohilkhand Railway)
Farrukhabad	...	Fatehgarh
Gonda	...	Gonda <i>hachakhs</i> .
Jaunpur	...	Jaunpur city.
Meerut	...	Meerut Cantonment.
Lucknow	...	Lucknow Junction.

B. R. file no 776E, pt. no 10. **190.** (a) Article 1080 of the Civil Service Regulations permits of conveyance hire being charged to Government in certain cases for the despatch of a messenger, or for the sudden journey of non-gazetted or menial officers outside the ordinary course of their duty. In both cases it is necessary that the journey should be to some place in the neighbourhood of the office, and that the head of the office should certify that the charge was unavoidable. When these conditions are fulfilled, such charges should be drawn in the contingent bill, with the exception of charges for railway fares, which should be drawn like ordinary travelling allowance charges, with full details.

## TRAVELLING ALLOWANCE.

(b) Article 1080 does not apply to journeys undertaken, under exceptional circumstances, by peons or other messengers by road, in order to carry dak out to officers in camp, and the like. For such journeys actual expenses under Civil Service Regulations, article 1065(ii), may be drawn in the travelling allowance bill. For journeys by rail the travelling allowance admissible should be drawn in the ordinary way. If a season ticket is purchased for any peon who has constantly to perform the same journey by rail, the charge may be drawn in the contingent bill.

NOTE.—As gazetted officers are required to sign the travelling allowance bills which state the purpose of the journey, the Local Government has declared that the separate certificates are not required. The necessary check must be exercised by the gazetted officer when signing the bills.

[G. O. (Fincl.) no. 1101—X-86, dated the 1st April, 1911, B. R. file no. 1030E—3, sl. no. 10.]

**191.** The rules issued by the Government of India for the purchase and maintenance of motor cars at the public expense, and the supplementary rules made by the Local Government applicable to motor cars supplied to officers in this province, are printed in Appendix 21.

**192.** I.—In article 1010(c) of the Civil Service Regulations, it is stated that a certain number of Upper subordinates in the Buildings and Roads branch of the Public Works department in the United Provinces, in charge of districts, may be allowed travelling allowances at the rates admissible to Assistant Engineers or Sub-Engineers, as may be ordered by the Local Government.

II.—In the following districts travelling allowance at the rates admissible to Assistant Engineers will ordinarily be allowed to Upper subordinates in charge :—

1. Debra Dun	12. Almora
2. Saharanpur	13. Farrukhabad.
3. Muzaffarnagar.	14. Cawnpore.
4. Meerut.	15. Allahabad
5. Aligarh	16. Mirzapur.
6. Agra.	17. Jhansi.
7. Moradabad.	18. Jalaun
8. Bareilly	19. Fyzabad.
9. Lucknow	20. Benares.
10. Naini Tal.	21. Ghazipur.
11. Garhwal	22. Gorakhpur.

III.—In the following districts the travelling allowance allowed to Upper subordinates in charge will ordinarily be at the rates admissible to Sub-Engineers :—

1. Bulandshahr.	11. Etawah.
2. Etah.	12. Banda
3. Bijnor	13. Fatehpor.
4. Badaun	14. Hamirpur
5. Pilibhit.	15. Partabgarh.
6. Sitapur	16. Sultanpur
7. Hardoi.	17. Bara Banks.
8. Kheri.	18. Bahraich
9. Unao	19. Ballia.
10. Rae Bareilly.	

C S R, 1037  
1065

G. O. (Indus-  
tries) no. 166  
— XVIII—  
138, dated  
4-11-1912.

## TRAVELLING ALLOWANCE.

1. Muttra.
2. Shahjahanp.
3. Malnupuri.
4. Gonda.
5. Basti.
6. Jouna.

IV.—In regard to the remaining\* districts, travelling allowance will be allowed at the rates admissible to Assistant Engineers or Sub-Engineers, according to the special circumstance of each case. 21.

After the word "only" in line 5 of Rule V, para 192, P. W. D. Manual of Orders insert the following:—

[G. G. O.,  
P. W. D.,  
no. 658 E B,  
dated the  
2nd August,  
1917, B and  
R. file no 303,  
serial 126]

In the case of an officer transferred from one appointment to another similar appointment, the rate of travelling allowance sanctioned under rules II, III and IV above will be admissible for the period of transit. If the rates differ the lower of the two will be drawn.

no. 6023  
X—T-27  
d  
11-10-99,  
C. 473.

In the exercise of the authority vested in it by article 999 of the Civil Service Regulations, has decided (provisionally and subject to future experience) that the following deductions shall be made from the travelling allowances of officers of the Public Works department during inspections by water when provided with the means of locomotion at the expense of the State or of Local Funds:—

*Officers of the 1st class.*—Rs. 2 per diem for wages of crew and Re. 1 per diem for the use of a Government boat.

*Officers of the 2nd and 3rd classes.*—Two-fifths of the daily allowance admissible, for the use of a Government boat and crew.

G. O. nos  
3357-90E.,  
dated  
20-6-83.  
C. 473.

**194.** In the exercise of the powers conferred on it by article 1059(a) of the Civil Service Regulations, the Local Government has ruled that the officers named in the sub-joined schedules A and B, and ministerial servants authorized to accompany them, are authorized, whilst on tour, to draw, during a halt at headquarters not exceeding 10 days in duration, the

File no.  
1217E.  
C. S. R., 1059  
(b).

of keeping up  
ing such halt.  
will however

The charges for halts made under this ruling must be supported by the prescribed certificate. In the case of officers named in schedule B the allowance will be passed under the sanction of the Superintending Engineer or the Sanitary Engineer, as indicated by his countersignature of the travelling allowance bill (Treasury form no. 261).

C. S. R., 1159.  
M. G. O., X,  
1438.  
M. A. R., 13.

## SCHEDULE A.

The Chief Engineer.  
The Personal Assistant to the Chief Engineer.  
Superintending Engineers.  
Sanitary Engineer.

## TRAVELLING ALLOWANCE.

## SCHEDULE B.

Executive Engineers  
Assistant Engineers.  
Sub Divisional officers

NOTE.—Similar allowances when necessary, will be passed to the following officers on bills countersigned by the Chief Engineer —

- (i) Electric Inspector.  
(ii) Consulting Architect.

**195.** The Local Government, in the exercise of the authority vested in it by article 1159 of the Civil Service Regulations, has declared the following to be Controlling Officers for the officers of the Public Works department in the United Provinces :—

C. 474.

B R. file  
no. 1143E,  
sl. no. 2.

- (i) *The Chief Engineer* for himself and his office, for the Consulting Architect and the Electric Inspector to Government.  
(ii) *The Superintending Engineer* for himself and his office for all officers of the Engineer establishment and for Sub-Divisional officers in his circle.  
(iii) *The Divisional Engineer* for all officials subordinate to him in his division, except Engineers, Sub-Divisional officers

**196.** (a) The attention of departmental Controlling Officers should be carefully given to articles 1161—1163 of the Civil Service Regulations, which define their duties and responsibilities.

NOTE.—The following rules laid down by the Local Government for the guidance of controlling officers in checking travelling allowance bills are extracted from M G O., X, 1430, 1431.—

The following means should be employed by controlling officers for checking road distances in travelling allowance bills —

- (i) maps,  
(ii) local knowledge of the officers countersigning and passing the bill; and  
(iii) in doubtful cases ascertainment of actual measurement as recorded in Public Works department or other records.

M. G O., X,  
1430.

With reference to travelling allowance claimed under the Civil Service Regulations for occasions on which the daily allowance is exchanged by ministerial officers and manual servants on tour for mileage, controlling officers should bear in mind that actual expenses only should be passed, that the maximum prescribed in the rule is not regarded as a standard scale of expenditure, and that to secure the observance of this proviso all bills of this description should be carefully scrutinized, and the correctness of the charges verified, more especially in cases where the maximum is claimed

M. G O., X,  
1431.

Controlling officers should see, when passing travelling charges of this kind, that officers proceeding on tour do not take with them more officials than are absolutely necessary.

(b) Controlling officers should very carefully scrutinize all bills of ministerial and menial officers in which actual expenses are charged and satisfy themselves that the amount claimed is justified and represents the actual expenditure incurred on the journeys for which travelling allowance is claimed.

[G. O. (Financial) no. 2160—V—105, dated the 22nd August, 1918.]

NOTE.—Manual form no. 31 provides for the certificate required by C. S. R., article 1037, in the case of actual expenses of special means of conveyance of an officer of a class lower than the first. [B. R. file no. 583/1M.]

**197.** An officer who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

H. 217.  
M G O., III,  
189.

[G. O. O. (Finance-Commerce) no. 1116P., dated the 22nd February 1905.]

**198.** For rules regarding the preparation of travelling allowance bills of non-gazetted officers, and the forms to be used—see paragraphs 59 to 65 of the Manual of Public Works Account rules, 1914.



## TRAVELLING ALLOWANCE.

Notes in file  
no. 1191E  
C 493.

**199.** The advance of pay and of travelling allowance to officers under orders of transfer can only be made when the transfer involve the removal of the officer to another station.

NOTE.—Such advances are drawn from the treasury in the manner laid down in the Manual of Public Works Accounts rules, paragraph 14 (gazetted officers) and paragraph 22 (non-gazetted officers).

File no.  
1036E/4

**200.** The Local Government has been vested with the following powers:—

(i)

not less than Rs. 100 a month  
wanted or not who is  
in addition that the pay  
the allowance shall

[G. O. O. (P. W. D.) no. 2050 2061E, dated the 21st November, 1913 B R file no. 1036-4E, serial no. 1.]

(ii) To sanction the grant of charge allowances to temporary Engineers under the provisions of article 163 and appendix 6, Civil Service Regulations, while holding executive charge of two divisions.

[G. O. O. (P. W. D.) no. 1P.W., dated the 6th January, 1911 B R. file no. 1036-4E, serial no. 40.]

**201.** All allowances sanctioned under M. 200 (i) and (ii) should be reported half yearly on or about the 1st January and 1st July for the information of the Government of India. Blank returns need not be submitted.

[G. O. O. (P. W. D.) no. 1001E., dated the 23rd August, 1911, B R., file 1036-4E., serial no. 12.]

**202.** The orders of the Government of India regarding the grant of a charge allowance to an Executive Engineer for holding charge of a sub-division in addition to his own division are printed as Appendix 22.

File no. 1B/  
167E.

C S R., 168

## Procedure on the Death of an Officer.

**203.** Reports of deaths of European officers are to be made at the time of occurrence in Miscellaneous form no. 6B to the Local Government, who will forward it on to the Government of India in the Public Works department. In regard to other officers of the department the procedure laid down in C. 495 should be followed.

NOTE.—All officers serving in the department are warned of the desirability of placing on record among their private papers particulars of the names and addresses of relatives in England to whom in the event of their death they desire intimation to be given.

**204.** In addition to the rules in Appendix 14, Public Works department Code, volume III, the following must be attended to. Immediately on receipt of information of the death of a Public Works official, the disbursing officer concerned, or in his absence the Divisional or Superintending Engineer, will at once make up, sign, date, and place on record the account of the deceased with Government. Credit will be given for any balance of pay or allowances due on the date of death, and all outstandings on account of advances or other claims on behalf of Government will be debited as a first charge against this credit. The final balance resulting to debit or credit will be recorded for

M. G. O., II,  
213A.

P. W. D  
circular no  
XXI, dated  
12-8-82

C. 424.

## PROCEDURE ON THE DEATH OF AN OFFICER.

reference in all future proceedings connected with the estate of the deceased. The hour at which the balance was struck should be recorded on the account to prevent dispute as to priority in time. The accountant of the division in which the death occurs will on his part see that these instructions are carried out.

**205.** The necessity for prompt action in such matters was shown in a case in which the balance of salary due by this department to an officer was on his decease attached by the civil court in the interests of the administrator to the estate before an advance of salary which had been previously made to the deceased had been finally adjusted. The action of the civil court was upheld by the Board of Revenue; but the Board at the same time intimated that had the officer upon whom the adjustment of the advance rested, acted promptly in crediting to Government the pay due to the deceased immediately after his death took place, he would have been acting legally and the subsequent order of the civil court to attach the money would have had no valid effect.

**206.** The head of the office concerned is responsible that intimation of a death is at once conveyed to the Divisional Engineer and to any disbursing officer in whose books any advance against the deceased is outstanding.

## Pseudonymous and anonymous communications.

**207.** Before enquiry into a written complaint is instituted, the officer to whom it is preferred should satisfy himself that the communication is the genuine production of the person or persons from whom it purports to have emanated. Pseudonymous communications should be treated as anonymous

C 497

## Memorials.

**208.** The rules relating to the submission of memorials to His Majesty the King-Emperor and the Secretary of State for India, and of petitions to the Government of India are printed in Appendix 17 of Public Works department Code, volume III, pages 179 to 189.

C. 498

NOTE.—If in any case there is any doubt whether a memorial can rightly be withheld under the rules for the submission of memorials to His Majesty the King-Emperor of India or to the Secretary of State it should be transmitted.

[G. O. (P. W. D.) Circular no. XI P. W., dated the 15th June, 1911 D. B. file no. 53B-E.]

**209.** The rules regarding the submission of memorials to, and their disposal by the Local Government, have been extracted from Manual of Government Orders, department III, paragraphs 492 to 502 and are printed in Appendix 23.

**210.** When authenticated copies of documents are supplied from Public Works offices for the purpose of being attached to a petition, the charges specified in M. 217 will be made

M. 60

## Local and deputation allowances.

C. 505.

**210-A.** Local and deputation allowances granted to Government officers.

M. 540

22.

*Insert the following after the words "allowances and pension" in line 11 of paragraph 210A, P. W. D. Manual of Orders :—*

[Financial department  
G O no.  
1944/X—86-  
1915, dated  
the 20th  
August, 1917,  
B. and R.  
File no.  
1036E, serial  
no 157]

An officer holding a post to which a duty allowance is attached is entitled to draw duty allowance during the period of transit, when he is transferred to another similar appointment also carrying a duty allowance, provided that, if the rates of duty allowance differ he should draw the lower of the two. (C. S. R 185.)

allowance from a foreign employer, that allowance cannot ordinarily count for leave allowances and pension. The Government of India will consider exceptional cases analogous to foreign service of the second kind subject to the conditions laid down in C S R. 770.

Allowances drawn by present incumbents cannot count, since no arrangement for the payment of contribution was made at the outset, and the foreign employer cannot equitably be called on to pay contributions in arrears.

[G O (Final), no. 157, C.S.R., dated 15th February, 1917, B R file 1036E, serial no. 152]

B R file no  
1036 E, sl  
no. 137

Allowance (i) (a), during the period of privilege leave may be drawn by the locum tenens as also by the absentee when so declared by the Local Government.

[G O (Final) no. 1445/X—86, dated the 8th April, 1916]

Allowances (i) (b) and (ii) (b) are granted chiefly in consideration of a change of station.

B R. file no  
1036E, sl.  
no 1204.

Chapter V.—Personal matters affecting military officers.

Reports and Returns.

**211.** Annual confidential reports in Army form no. B194 will be made out for each Royal Engineer officer, by the 1st December, in the first instance by the immediate superior of the officer reported on, and will be forwarded by him for the remarks of the senior authorities. As soon as the opinions of all the superior officers have been recorded, the reports will be returned to the first reporting officer, for transmission direct to the Military Secretary to His Excellency the Commander-in-Chief in India, after the remarks thereon have been seen by the Royal Engineer officer reported on and initialled by him below the signature of the last reporting authority.

C. 511.  
M 47.

G. G. O.  
(Army) no.  
842-18 (M.  
S. I.), dated  
20-2-1914.

B. R. file  
no. 13B/7E.

In the case of an officer who may be absent, a copy of the opinions of his superior officers should be sent to him and a certificate to this effect should be entered on the confidential report by the first reporting officer. This copy should be returned after perusal by the Royal Engineer officer concerned when it should be destroyed.

**212.** To enable the Local Government to comply with the instructions contained in India's no. 1805—21 E.G., dated the 13th October, 1874, a return of passages to England per His Majesty's Indian Troopships that will be required by military subordinates of the Public Works department, during the following trooping season, should be submitted annually, in Manual form no. 12, by all Sub-Divisional officers having military subordinates serving under them to Divisional Engineers, on the 1st May. Each Divisional Engineer will submit a return for his division direct to the Chief Engineer on the 15th May. If any return is blank, intimation should be furnished in Code form no. 148. The Chief Engineer will submit\* a return to the General Officer Commanding the divisions concerned on the 1st June annually.

\* Q. M.-G.  
in India,  
no. 3326A,  
dated 5-7-  
1899.

G. O. (G. A.  
D.) no.  
958/III-  
58M, dated  
13-7-1899.

**213.** (a) Details of the private and domestic life of British service officers and their families should be maintained by Divisional Engineers in their offices. The prescribed forms are—

C 520A

A. R., L.,  
II, 161.

Army book no. 112,	Register of births.
" " " 113,	" " marriages.
" " " 114,	" " deaths.

(b) Every such officer will notify each birth, marriage or death, as it occurs, to the Sub-Divisional officer in the

## REPORTS AND RETURNS.

following forms for record of the information in Divisional Engineers' registers:—

Army form no	A-42(a),	Report of births.
"	"	"
"	A-43(a),	" " marriages.
"	"	"
"	A-44(a),	" " deaths.
"	"	"

The Sub-Divisional officer before transmitting the reports to the Divisional Engineer should see that all particulars required are fully, clearly and correctly given.

(c) Half-yearly extracts from the above registers will be submitted by the Divisional Engineer direct to the Registrar General, Somerset House, London.

NOTE.—A supply of the necessary Army books and forms should be kept in every divisional office.

## Chapter VI.—Office Arrangements.

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### Absence without Leave.

**214.** Except in cases of special emergency (such as sudden illness or serious accident), the onus of establishing which in each case will rest with the absentee, no member of an office may be absent during office hours, except with the previous consent of the head of the office, or on the authority of a certificate from a recognised medical practitioner covering the whole period of such absence.

### Casual Leave.

**215.** Casual leave is not recognised by the Regulations, and an officer absent on casual leave is not treated as absent from duty. The Government will make no arrangement to supply the place of officers absent on such leave. The officer granting the leave and the officer taking it will be held responsible if the public service suffers in any way from the absence of the officer on casual leave.

M. G. O. II  
187.

**216.** Casual leave may not be combined with any other

M. G. O. II,

23.

Add the following as a note to paragraph 216 of the P. W. D. Manual of Orders:—

**NOTE**—The limit of 10 days imposed by the above paragraph may be relaxed in respect of the grant of casual leave to subordinates of this department serving in the Kumaon division, so as to admit of the grant to those officials of 10 days casual leave exclusive of the time required by them for the journey to and from their homes.

[B and R. 2  
file no.  
152GE, serial  
no. 1]

reasons. The concession of casual leave must not be converted into an unauthorised privilege. The Governor when on tour is not entitled to draw daily allowance during such leave.

2, II,

12 18

M. 107 19

## CASUAL LEAVE.

M. G. O., II, 879A. **218.** The rules in the preceding paragraphs apply in full of leave to other officers on the same principles. Members of establishments may be granted casual leave by the head of their office. In these cases no report of the grant of leave in excess of ten days for urgent Government work should be submitted.

B. R. file,  
no. 890E.

**219.**

B. R. file  
no. 1036E-17  
sl. no. 117.

to grant casual  
leave to Engineers to  
other Engineers to  
to other Engineer

M. G. O., II,  
194.

**220.**

no. 14. The register should be regularly maintained by inspecting officers.

## Liveries and warm clothing.

G. 580. G. O.  
(Misc.) no.  
1866—XII-  
220C, dated  
30.8.1904  
(amended).

**221.** The rules laid down by this Government regarding the supply of liveries at the expense of Government to messengers are contained in the resolution marginally noted. They are not reproduced here, as they affect no Public Works offices beyond the Secretariat and Sanitary Engineer to Government.

M. G. O.,  
XII, 1742.  
M. G. O.,  
App 38.

**222.** The supply of liveries and warm clothing to the employees of all Public Works department offices sanctioned by the Local Government in the Miscellaneous department is detailed in the following statement:—

Name of office, etc.	Class of employees for whom sanctioned.	Number.	Description of supply sanctioned.	Rate per man.	Renewable	Number and date of order conveying sanction to the supply	Remarks.
I.—Liveries. Nil.				Rs a p.			
II.—Warm clothing Electrical Inspector. (a)	Peons	All	Warm clothing.	7 8 0	Every second year	(a) (P. W. D.) no. 2270-80M file no. —307, dated 3703M, 21st November, 1905.	B. R. file no. 3703M, sl. nos. 24-25
Consulting Architect. (b)	Office chankidars	All	Blanket	2 0 0	Annually	(b) G. O. (P. W. D.) no. 2403M-307-5, dated 6th November 1912.	B. R. file no. 307-2M, sl. nos. 23.

## LIVERIES AND WARM CLOTHING.

Name of office, etc.	Class of employes for whom sanctioned	Number.	Description of supply sanctioned.	Rate per man.	Renewable.	Number and date of order conveying sanction to the supply	Remarks.
<i>II.—Warm clothing—(concl'd.)</i>							
Superintending Engineers of circles	Peons ...	All	Warm clothing.	Rs. a p. 7 8 0	Every second year.	G. O. no 213—XII—229C, dated 6th February, 1893. G. O. no 270—307-1M, dated 18th March, 1906 [file no. 307-1 M, serial no 1] G. O. no. 1968/XII—229C, dated 30th August, 1904. G. O. no. 270—307-1M, dated 18th March, 1906 [file no. 307-1 M, serial no. 1] G. O. no. 1906—XII—229C, dated 30th August, 1904. Ditto file no 307M, page 4 of notes.	
	Office chaukidars.	All	Blanket ...	2 0 0	Annually ...		
	Office peons ...	All	Warm clothing.	7 8 0	Every second year		
Divisional Engineers' offices.	Office chaukidars in plains.	All	Blanket ...	(a) 2 0 0	(a) Annually ...		
	Office chaukidars in Kumaun, and Dehra Dun.	All	Warm clothing or Blanket ...	7 8 0 3 0 0	Every second year. or Annually ...		
	Office peons .	All	Warm clothing.	7 8 0	Every second year.		
Sub-Divisional offices	Office chaukidars in plains.	All	Blanket ...	(a) 2 0 0	(a) Annually ...		
	Office chaukidars in Kumaun and Dehra Dun.	All	Warm clothing or Blanket ...	7 8 0 3 0 0	Every second year. or Annually ...		
	Peons of all classes on duty in the hills	All	Blanket ...	2 8 0	Ditto ...		

(a) Or a blanket at a cost of Rs 4 every second year [G. O. no. 866-307M.1, dated the 11th April, 1913]

## Compensation for dearness of provisions.

**223.** The rules regulating the grant of grain compensation to Government servants are printed in Appendix 24. C. A. C., 72.

## Holidays.

**224.** The same holidays may be granted in circle, divisional and sub-divisional Public Works offices as are granted in the offices of the Collector of the district in which the Deputy Commissioner Public Works office is situated. The Collector Deputy Commissioner circulates annually lists of such holidays published in December in the *Local Government Gazette*. C 531  
M O O.  
XII, 1671



## Hot Weather Establishment.

**225.** The following extra establishment is allowed to be maintained in divisional and sub-divisional offices in the plains (including Dehra Dun), chargeable to office contingencies:—

Detail.	Divisional office.	Sub Divisional office.
<i>For tatties from 15th April to 15th June or until rain falls.</i>		
Bhist at Rs. 4 per month ... ..	1	1
Coolie at " 3 " ... ..	1	1
<i>For punkhas from 15th March to 15th October.</i>		
Coolie at Rs. 3-8-0 per month for the office ... ..	2	1
Coolie at " 3 8-0 " for the Divisional and Sub-Divisional officers.	1	1

File no.  
728E, al.  
no 47.

The scale, rate of pay and time limit prescribed are however not absolute, but stand only as a guide, the Superintending Engineer varying them as circumstances may require.

The sub-divisional office estimates for charges connected with the working or supply of *punkhas* and *tatties* should be submitted to the divisional office by the 15th February, and the collected estimates of the division to the circle office by the 1st March. They should be framed and sanctioned in Manual form no 15 in duplicate, one copy being attached to the contingent bill for the month in which the charge first appears.

C 555

## Purchase of Postal and Railway Guides.

C. 587.  
C. App. 7,  
para 7 (a)  
M. G. O.  
XII, 1617,  
C. A. C. I,  
App. BBB  
B (d),  
exception

**226.** (a) Heads of offices may purchase annually without special sanction, the January issue of the Indian Postal Guide. Superintending Engineers may, on occasion, sanction the purchase by officers in their circles of other copies, as, for instance, on any important change in the rules, etc., or to replace a copy lost or worn out.

[G O no C. 1442-42/363, dated the 30th August, 1892.]

(b) The purchase monthly by all Public Works offices (including the Sanitary Engineer) of one copy of a Railway Guide at annas eight is also permissible.

[B. R. file no. 7B-9M and 151M.]

## Books of Reference.

**227.** Books of reference can be obtained on loan by Officers and Upper Subordinates from the Public Works department Secretariat library under the rules published in the catalogue. Copies of the catalogue can be obtained from the Registrar, Public Works department Secretariat, to whom all applications for the loan of books should be addressed direct.

C. 583.

## Scale of Furniture for Sub-Divisional offices.

**228.** The following scales of furniture are usually allowed for Sub-Divisional offices. Superintending Engineers may sanction any reasonable expenditure necessary to maintain them, provided that the total initial value of the furniture does not exceed the limits fixed in each case. They may also permit any deviation in excess of these scales, subject to a limit of Rs. 50 over and above the total sanctioned limit for each office:—

Name of article.	District offices.	Other sub-divisional offices. M. 105
Almirahs for forms and stationery ... ..	1	1
Almirahs for office records ... ..	3	1
Badges (brass) for messengers... ..	2	1
Chairs ... ..	7	6
Chests with drawers for plans .. ..	1	1
Clock ... ..	1	1
Commodore ... ..	1	1
Letter scales and weights (sets of)* ... ..	1	1
Office boxes ... ..	4	1
Tables, drawing .. ..	1	1
Tables, ordinary .. ..	4	8
Treasure chests ... ..	1	1
Hurricane lantern ... ..	1	1
Total initial value of furniture, exclusive of chairs, matting, etc., not to exceed ... ..	Rs 375	Rs. 300

\* Letter scales with tola and ounce weights can be obtained from the Postal Workshops, Aligarh. The cost of the scales varies according to the current market rates of raw material.

NOTE.—(1) Chairs, matting and other perishable articles are not included in these scales; they may be purchased as required to a reasonable extent under C 865

NOTE.—(2) Estimates for the purchase of tools and plant are closely scrutinized and the necessity fully considered before sanction is accorded for supply in the case of new offices and requirements in excess of the prescribed scale in the case of existing offices. This fact constitutes sufficient authority for the retention of the articles in excess of the scale and no further sanction is necessary.

**229.** The Superintending Engineers and the Sanitary Engineer are empowered to sanction the purchase of bicycles for the use of their offices and the offices subordinate to them up to a limit of Rs. 250 for each bicycle within budget allotments.

## Printing

**230.** In accepting the recommendations of the Committee on Public Works Accounts that the use of printing should be encouraged, as saving clerical labour and promoting regularity of all kinds, the Government of India have invited attention to the advisability of adopting, as far as possible, this means of decreasing the clerical work of officers and subordinates.

C. A. C. J.,  
App. BBBB  
(2).  
M. 514.

B. R. file no.  
145M, notes  
page 2.

D. R. file  
no 386 M,  
11 nos.  
104-105.

C. 520.  
G. O. O (P.  
W. D.) circu-  
lar no. 15  
P. W., dated  
23-10-'52.

## PRINTING.

**231.** Superintending Engineers may, therefore, as a rule, sanction applications from their subordinate officers for permission to have matter printed. The printing of all Government work shall be executed in accordance with the rules contained in M. G. O., XVIII, 2399 to 2444, extracts from which are printed in Appendix 25.

C. 615.

NOTE—(1) It is the special duty of the head clerk of an office to see that a proper supply of printed forms is maintained, and, as far as possible, to prevent the use of manuscript forms of which printed copies are obtainable.

NOTE—(2) In every office a stock book of forms and registers will be kept in Miscellaneous form no. 33B.

## Advertisements.

M. G. O., II,  
589.  
M. A. R., 75  
(11) (b).  
C 761, 762.  
M. 371.

**232.** Advertisements necessary for the prosecution of departmental business may be inserted in the local and professional newspapers, the cost being charged in contingent bills. The draft of such advertisements must in all cases be first approved by a Divisional or Superintending Engineer.

## Office Accommodation.

C. 591  
C.A.C., I,  
APP.  
BBB (m).  
M. A. R., 75

**233.** Suitable and sufficient accommodation will be provided by Government for the use of sub-divisional offices. Superintending and Divisional Engineers will arrange for this, where possible, in some Government building, but where such building is not available office-rent will be admissible—C-591 (4).

## Charges incurred in moving Government-property.

**234.** (a) Rules regarding exemption from Municipal taxation of goods the property of which is vested in the Government are contained in the Municipal Account Code (1906), chapter III, paragraph 27 (3).

(b) The following rules in regard to Ferry Tolls affecting all persons and articles moving on the Public Service have been extracted from the rules published in chapter XII of the District Board Manual, 348, 349:—

*Tolls and exemptions from tolls.*

For the purpose of this section, a public ferry is defined as a ferry which is used for the conveyance of passengers and goods between two or more points on the same river or stream, and which is used for the conveyance of passengers and goods between two or more points on the same river or stream, and which is used for the conveyance of passengers and goods between two or more points on the same river or stream.

date of the certificate

NOTE III.—A mail cart, being on the public service, is entitled to cross a public ferry; but passengers and other things thereon not on the public service should pay the ordinary rates laid down in the schedule.

NOTE IV.—Volunteers in uniform whilst on actual duty are exempt.

## Tents.

**235.** The scale of Government tents to be supplied for the use on tour of Divisional and Sub-Divisional officers and their establishments, for office and private purposes, is as follows:—

C. 694  
M. 391(d)

*For a Divisional officer—*

1 Single pole Swiss cottage 14' × 14', or Hill, or Cashmere tent.

2 Pals.

1 Necessary tent.

*For a Sub-Divisional officer—*

1 Swiss cottage 12' × 12', or hill tent.

2 Pals.

1 Necessary tent.

**236.** Tents, if properly cared for, should last ordinarily for ten years. When tents of under ten years' use are condemned, the reasons must be fully and specially stated. The date of receipt should be clearly marked on each tent. All tents should be kept in thorough repair, and provided with "gunny" *salitas* and carefully looked after both when in use and when in store.

M. G. O.  
XVIII. 2202  
(2). "

**237.** Superintending and Divisional Engineers, when inspecting offices, should personally examine and note the state of the Government tents, and whether proper care appears to have been taken of them.

## Khalasis.

**238.** Khalasis on the following scale may be entertained as temporary servants during periods of tour, their pay being charged to contingencies:—

For a Superintending and Divisional Engineer, a maximum of two khalasis.

For other officers, one khalasi each

## Stationery.

**239.** The rules regarding the supply of stationery are detailed in the Stationery Manual. Sub-Divisional officers will submit their indents, in Stationery form no. 1,<sup>c</sup> to Divisional Engineers annually on the 15th December. The Divisional Engineer will submit a combined indent for the division to the Superintending Engineer on the 15th January. The Superintending Engineer will submit consolidated indents for stationery required for his own office and for the offices subordinate to him, direct to the Controller of Printing, Stationery and Stamps for compliance on the 1st March.

C. 601-606.

In the same manner indents for the supply of *ferrogallie* paper or *heliotype* linen may be sent when required, i.e., either monthly, quarterly or yearly.

[Controller of Printing, Stationery and Stamps letter no. 1270 Ind., dated the 8th December, 1911, and G. O. (P. W. P.) no. 1278M 1st, dated the 18th October, 1916.]

Note.—Superintending Engineers and the Sanitary Engineer have been authorized to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case.

[G. O. (P. W. P.) no. 1278-2M 20th-1 dated the 18th August, 1906. E. R. G. O. no. 1278M, serial nos. 2475.]

B. R. G. O. no.  
1743M., st.  
nos 362, 373  
and 374.  
M. 313, 619

## STATIONERY.

G. O. no.  
3502E B.R.,  
dated the  
12th Decem-  
ber, 1899

**240.** Local purchases of country-made stationery, such as paper, pens and ink, for vernacular work, should not exceed the following annual aggregate limit, viz., for each circle office, Rs. 15, and for each divisional and sub-divisional office, Rs. 10. Country-made "badami" paper of the following qualities can be obtained on indents like other stationery from the Stationery office at Calcutta, viz. :—

Double foolscap, weighing      24 lb      20 lb      16 lb.

C. 601.

*Note*—Only such articles as country paper, pens and ink, books of country paper, stamping ink, country tape, gait, are to be considered as proper charges under the head of stationery; other items, e.g., ringers for ink, twine and thread, paste, cloth for record parcels, dusters, candles, matches, firewood, combs, should be dealt with as ordinary contingent charges.

C. 603(3).  
M. G. O.,  
XII, 1706.

**240A.** The following scale shows the number of typewriters sanctioned for supply to each circle, divisional or sub-divisional office for office copying work only :—

(i) Circle office	...	...	...	2
(ii) Divisional office	...	...	...	1
(iii) Sub-Divisional office	...	...	...	1

M. G. O.,  
XII, 1706.

The makes of typewriters approved by the Government for use in Government offices should be used.

G. O. (Mis.) no. 1413-XII—435, dated the 16th August, 1909

G. O. (Mis.) no. 1500-XII—344, dated the 4th October, 1913

G. O. (Mis.) no. 1980-XII—403, dated the 13th December, 1913.

G. O. (Mis.) no. 1795-XII—403, dated the 19th November, 1914.

G. O. (Mis.) no. 521-XII—249, dated the 27th March, 1915.

## Forms.

M. G. O.,  
XVIII, 2423.  
G. O. (Indus-  
tries) no.  
1704—XVIII  
—109, dated  
12.9.1916.

**241.** A list of the forms prescribed or referred to in this Manual, which are printed and stocked by the Government Press will be found in Appendix 26. Forms of envelopes are not included in this list; they are however detailed in the form of annual indent, Manual form no 163.

## Office Libraries.

I. M. O. 180.  
M. G. O.,  
XII, 1678—  
1684.

**242.** The rules for maintaining a systematic control over the libraries attached to Public Works offices are—

- I.—The books must be kept arranged on shelves in one place out of the reach of white-ants, etc., under the charge of the Head Clerk
- II.—A correct and complete catalogue must be maintained in a register to be kept for the purpose, and missing books accounted for from time to time.
- III.—No books must be removed from the library without the permission of the head of the office.
- IV.—A receipt must be invariably taken from an officer removing a book, to be returned to him or cancelled when the book is returned to the library. The Head Clerk of the office will be held personally responsible that this and the three previous rules are strictly observed. He is also responsible for seeing that the files of circulars and copies of the codes and manuals in his office are complete, posted, and the standing orders and circulars indexed up to date.

## OFFICE LIBRARIES.

V.—Etc.

Irrigation  
Circular no.  
8741N, dated  
17-3-1893

VI.—An annual report must be submitted by each Sub-Divisional officer to the Divisional Engineer on the 15th December in the following form:—

"I certify that none of the books enumerated in the catalogue of the library is missing; that the files of circulars and codes and manuals in this office are complete, posted, and indexed up to date; and that the books in the library are in good order, with the exceptions noted below"

(Sd.)

Books missing	Remarks and	Books out of order	Remarks and
---------------	-------------	--------------------	-------------

33.

Delete rules VI and VII from Chapter VI, paragraph 242, P. W. D. Manual of Orders.

File no.  
490M  
Serial no.  
99.

Note.—The words in italics and the tabular statement should be omitted when there are no books missing or out of order.

**243.** In all Public Works department offices where a library has become so full as to leave no room for more important receipts, books shall be weeded on the lines, generally, of the rules printed in M. G. O., XII, 1685 to 1691.

## Official Records.

**244.** The following rules should be observed in all circle, divisional and sub-divisional offices for the weeding of official records:—

C. 610, 617.

- (i) Prior to the submission of a file for orders, the head clerk or accountant concerned shall see that all superfluous papers, such as documents containing preliminary enquiries, routine notes, reminders, etc., are weeded out.
- (ii) After the disposal of a letter or paper in any file, the head clerk or accountant should mark or stamp on each letter or paper, in bold conspicuous figures about one inch in height, the year in which it is to be destroyed, in accordance with the classification given to it in the printed lists, copies of which are separately supplied, showing the various classes of cases to be destroyed or retained and the period of their existence. The intention is that papers shall be marked or stamped on or shortly after receipt, with the date (year) in which they are to be destroyed, and that there shall be no retention of papers which are not to be destroyed. It is particularly noted that only papers specifically marked as to be destroyed may be destroyed. Any paper which is not so marked shall be retained and marked as stamped. Papers marked as to be destroyed are to be considered disposed of until it has been so marked as such.

Appendix  
27.

## OFFICIAL RECORDS.

- (iii) Early in each year all papers, previously marked or stamped, as noted above to be destroyed in that year, should be collected in one bundle and submitted to the Head of the office for an order to destroy. As regards papers relating to the Accounts branch, such records will be destroyed in the Divisional and Sub-Divisional offices by Divisional Engineers on their own responsibility and without reference to any other authority in accordance with the classification given in the printed lists. Should there be any accounts records not included in the classification given in the printed lists the advice of the Accountant-General should be taken before such papers are finally disposed of.
- (iv) When any papers (marked as above for destruction) are destroyed, the letter "D" denoting, "Destroyed" should be written or stamped across the record of it in the office register.
- (v) In calculating the time fixed for the retention of papers and records, the computation should be made from the commencement of the calendar year to the year specified, independently of the year of receipt or destruction.
- (vi) The right course is to preserve records if there be any doubts that premature destruction will be injurious to the interests of Government. Records in which any important principle is discussed should be retained permanently, though the subject may fall within the categories for which only temporary retention is prescribed in the rules.
- (vii) All papers received in circle, divisional or sub divisional offices will come within one or other of the heads mentioned, and the class should be determined by the Head of the office concerned. In case of doubt the procedure directed in rule (vi) should be followed.
- (viii) The papers finally selected for destruction shall be destroyed without delay; if intended to be sold as waste paper and not to be burnt at once, they shall be torn up into small pieces so effectually that their former contents cannot be learned therefrom.
- (ix) Spare copies of the lists referred to in rules (ii) and (iii) will be supplied by the Registrar, Public Works department Secretariat, on application.

NOTE.—The lists of cases to be destroyed referred to in rules (ii) and (iii) above are printed in Appendix 27.

**245.** Circulars, etc., should be posted into guard books and indexed as soon as received. Guard books should be made up, and books which require binding or re-binding should be strongly but cheaply bound or re-bound locally, as necessary, the expenditure being debitable to office contingencies.

## Official Documents.

**246.** Copies of official letters are not to be given as a matter of course. In a judicial case a party to the suit is generally entitled to a copy of the proceedings as a matter of right, but in executive matters it will as a rule be sufficient to inform the parties concerned of the nature of the order that has been passed. Should any one of them require a copy of the letter, he should be referred to the superior officer by whom the order was passed and from whose office the letter issued.

When recommendations for the benefit of any party are made, copies of the recommendation should never be given; and the

Municipal  
Manual, I,  
Part II, chap  
XI, pages  
305-311  
(rule 13)

E. 19

M. G. O.,  
III, 411.

C. 631.

## OFFICIAL DOCUMENTS.

same principle holds good in most executive matters. Copy of a report submitted to superior authority should not as a rule be given to the party concerned; it may raise false hopes and it may, on the other hand, give rise to petitions and memorials protesting against the views of the reporting officer.

**247.** When anything beyond a copy of the order directly disposing of a case is given, a charge should be made for copying according to the rates laid down in General department resolution no. 1696,\* dated the 14th August, 1880, extracted below:—

Copying fees shall be calculated on the following scale, which includes the fee for examining and counting and for paper. Translation fees however are not included in these fees:—

- (a) For ordinary Urdu and Hindi copies, one anna for every 100 words.
- (b) For ordinary English copies, three annas for every 100 words.
- (c) No vernacular copy to be granted for less than two annas; no English copy for less than three annas.
- (d) Less than 100 words shall be charged at the rate for a full hundred, e.g., 350 Urdu words to be charged four annas.
- (e) For copies of figured statements, in which the labour of copying is greater than in the case of ordinary writing, special rates may be fixed by the Collector, so as fairly to cover the expense, on the general principle that four figures should be counted as equal to one word.

Charges for copying should be realized at the time the copy is applied for and credited to revenue.

**248.** The unauthorized disclosure by a public servant of any documents, papers, or information which he may have become possessed of in his official capacity is strictly forbidden.

**249.** The taking away from office of any official document to work at, or for any purpose whatever, by clerks or others, except by special order of the head of the office in each case, is strictly and absolutely prohibited.

**250.** Of the books and returns mentioned in C. 622 the following will be kept in the sub-divisional, and not in the divisional office:—

- (1) Copies of indent in bundles.
- (2) Original progress reports.
- (3) Sanctioned estimates and plans of works in progress and completed.

The following will be kept in the divisional, and not in the sub-divisional office:—

- (4) The complete drafts of all projects submitted through the divisional office for sanction.

The remainder will be kept in both classes of office. Also the register of incumbents of charges prescribed in C. 1120 and 1391. Regarding the register of buildings, see M. 313 and C. 718.

C. 82.  
M. G. O.,  
III, 411.

M. 172, 210  
605.

M. G. O.,  
III, 318.

M 257

M. 257.



## Registers of Letters received and despatched.

**251.** A register of letters received and despatched will be maintained in every office in Provincial form no. 19.

B. R. file no.  
563M—I.  
notes, page  
G.

**252.** In regard to personal registers (Manual form no. 16) to be kept in the Divisional Engineer's personal custody, see C. 432.

NOTE.—Rules regarding personal registers are printed in Appendix 29

## Flood Diagrams.

**253.** There should also be maintained in certain district offices a record chart or flood diagram, showing the annual rise and fall of certain rivers as registered on gauges set up at the following places, between the 15th June and the 15th October:—

Locality	River.	Position of gauge.
Agra .. ..	Jumna .. ..	Ballaughat
Muttra .. ..	Jumna .. ..	Compughat.
Kalpi .. ..	Jumna .. ..	Kalpihat.
Moradabad .. ..	Ram Ganga .. ..	Jama Masjidghat.
Bareilly .. ..	Ram Ganga .. ..	Railway bridge
Cawnpore .. ..	Ganges .. ..	Sirsayaghat
Allahabad .. ..	Ganges .. ..	Sluice on Daraganj bund.
Mirzapur .. ..	Ganges .. ..	Narghat.
Benares .. ..	Ganges .. ..	Hanumandighat
Fyzabad .. ..	Ghogra .. ..	Miranghat.
Fyzabad .. ..	Ghogra .. ..	Opposite Raucabi
Bara Banki .. ..	Ghogra .. ..	Bahranghat.
Azamgarh .. ..	Ghogra .. ..	Dohrihat
Gorakhpur .. ..	Bapti .. ..	Bhowasparghat pontoon bridge.

B. R. file no.  
146W.

**254.** Divisional Engineers should examine these charts on their inspections of the offices in which they are maintained and see that they are properly kept up.

## Recording of Plans and Projects.

M. 346,  
625.

**255.** C. 623 applies to both divisional and sub-divisional. 56 shall be also kept sub-divisional office charts and quarry

charts (i.e., the plans of roads showing the quarries whence metal is obtained), as well as the *road metal rate books* (Manual form no. 57) will be posted annually from the sub-divisional charts and rate books.

M. 417.

**256.** A "Register of Plans," in Manual form no. 55, shall be maintained in each divisional and sub-divisional office, in which all plans of the classes detailed in C. 623 must be registered, the register number being at the same time endorsed on the plan.

## RECORDING OF PLANS AND PROJECTS.

**257.** Draft projects of works to be executed by departmental agency are recorded in the divisional office; and *fair* projects are to be returned to the sub-divisional office immediately they are sanctioned, and must be carefully preserved there complete. Fair projects should not be taken out of office in whole or in part for regular use on the works. Drawings, etc., must not be detached from fair projects for submission with completion reports. For such purposes separate certified copies must be prepared when necessary.

C. 624.

M 326, 330.

M. 139.

**258.** The use of gamboge, or any colour containing it, on tracing cloth, should be avoided, as this colour spreads on the cloth and disfigures the drawing. Chrome yellow and green without gamboge are preferable for use on tracing cloth.

I. M. O., 118

C. 625, 667,

668,

C. App. 8 (2).

## Correspondence.

**259.** Heads of offices are responsible for the arrangements made in regard to the receipt and opening of official covers addressed to them.

C. 627

NOTE.—Under no circumstances will a confidential cover be opened, except in the presence of, or in compliance with a distinct order in writing to do so signed by, the official who closed it or his superior in rank, or the official to whom it is addressed.

**260.** All official documents submitted for orders to superior authority should bear the signature and rank and designation of all the officers submitting them and the date on which they are signed. The terms *instant*, *proximo*, *ultimo*, *idem*, etc., should be rigorously excluded from all official correspondence. The day of the month and the year should in each case be clearly given. When submitting copies of correspondence, the names as well as the rank of the officers by whom the letters were written should always be entered.

G.O. no. 885-

E., dated

12.6.90.

M. 100.

**261.** Manual form no. 161 is provided for circulating documents with short remarks or unimportant orders to subordinate officers in cases where the latter are not expected to keep copies or notes of the matter circulated. Superintending and Divisional Engineers should not issue revolving circulars or documents which have to be copied in offices subordinate to them. As a rule documents issuing from the Public Works department Secretariat, copies of which have to be filed in subordinate offices, will be printed or typed, and a sufficient number of copies will be supplied for distribution to them.

G O no C

1101-3 E B

of 28.8.89,

and G. O.

nos 1-3 W

A, of 2-1-91

C 628

NOTE.—In order to reduce clerical labour in subordinate offices a sufficient number of copies of all letters and circulars which require to be communicated to subordinate officers should be forwarded as accompaniments to the original letters from the office of issue and a note to this effect should be made in the letters.

## CORRESPONDENCE.

C. 628.

**262.** It is desirable that correspondence should be in the first person; and correspondence in the third person should be discouraged. Suitable forms for office memoranda, letter and dockets are provided as given in Appendix 24. Manual form no. 132 may also be used for half marginal correspondence.

C. 629

C. 631, 633  
M. G. O.,  
III, 392.

**262A.** In all cases forwarded for orders, whether enclosures are submitted or not, all that is important in the case or necessary for the full exposition of the subject should be stated in the letter.

C. 631.

**263.** A convenient form of invoice which may be used, if required, between an officer on tour and his office, or with a letter containing a large number of enclosures, is provided in Provincial form no. 61.

C. 632.

M. G. O., III,  
387.

**264.** The universal use of English figures in all official account of whatever kind is desirable, and officers and subordinates should take the necessary steps to ensure their adoption.

**265.** All officers should avail themselves to the fullest extent possible of the provisions of C. 633 with a view to suppressing the use of the cases in either Postcards or telegraphic brevity.

M. G. O.,  
XVIII, 2300.

M. G. O., III,  
403.

**266.** Confidential papers should be placed in double covers, the inner cover being marked "Confidential" and superscribed with the name only of the addresser, the outer covers being addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

NOTE.—Covers containing confidential papers when sent by post shall be registered

## Postal acknowledgments

**267.** Every receipt for a registered letter and detached certificate of posting (Postal Guide, clause 16) should be pasted on the margin of the draft of the letter, and not in the day book.

## Returns

C. 642.

C. 362

**268.** A list of the periodical returns due in the Buildings and Roads branch of the Public Works department in this province is published as Manual form no. 166. No other periodical returns may be called for from any Public Works department office in this branch without the consent of the Chief Engineer or the Local Government.

NOTE.—Blank returns on the prescribed form need not be submitted; in such cases intimation to the superior authority should be communicated in Code form no. 143.

## RETURNS.

**269.** Heads of offices should provide themselves and their clerical subordinates with copies of the list in Manual form no. 166 for ready reference, and should take efficient steps to have the various returns due from their offices prepared in good time beforehand, so as to ensure their punctual submission and to render the issue of reminders unnecessary.

C. 643

**270.** In view of the importance of keeping down the number and complexity of returns to the lowest limit of actual requirements, any officer of the department is at liberty at any time to suggest to his immediate superior the discontinuance or modification of any form (not being a Code form) in use or of any return which has to be submitted by or through him by order of higher authority, provided that he can show satisfactorily that circumstances have rendered the form or the return in its existing shape useless or unsuitable for the purpose for which it was originally required; and well considered suggestions of this nature may be forwarded through the proper departmental channels to the Chief Engineer at any time. The Accountant-General should be consulted before suggestions are made affecting accounts procedure.

Secretariat  
file no.  
238W.A.,  
page 161.

C. 317.  
M. 144.

**271.** Each Divisional Engineer should, however, report whether  
... ought,  
... similar  
report should be made by Superintending Engineers and by the Accountant-General to the Chief Engineer on the 1st July. A specimen of the form or return which it is proposed to discontinue, and, in the case of suggested modifications, a specimen of the form or return as it stands, should be submitted in connection with the proposed  
If there are no proposals  
Code form no. 148 may be submitted instead of a report.

**272.** ... y particular  
... it cannot  
Accountant-  
that of the

India's  
circular no.  
7-P.W., dated  
3-10-32.

**273.** Returns and other documents should not be submitted in duplicate or triplicate except as prescribed in the Code or Manual or when specially required. In the case of returns of which duplicates or triplicates are required, it should be borne in mind that copying can be done more cheaply at headquarters than in outlying districts; and Divisional and sub-divisional officers should not usually be required to submit more than one copy.

India's  
circular no.  
7-P.W., date  
3-10-32



## Chapter VII.—Designs and Estimates for Works.

	Para.		Para.
Initiation of projects	274	Rules for finally sanctioning estimates	324
The preliminary report	275	Disposal of sanctioned projects	328
Rules of administrative sanction	285	Preliminary estimates	329A
The register of sanctioned projects	287	Supplementary estimates	330
Limits of administrative sanction	288	Revised estimates	331
Procedure following administrative sanction	293	Lightning conductors	332
The project	296	Repairs, general	333
The fair project	301	"    buildings	341
Procedure for submission of fair projects	321	"    roads and bridges	341A
		"    miscellaneous public improvements	358
		Tools and plant	359

### Initiation of projects.

**274.** When it is intended to carry out a work whether of entirely new construction or of additions to or alterations of existing works the following procedure should be carefully observed before a requisition is sent to the Public Works department for the preparation of projects for buildings and other works:—

#### (A).—Civil Works, Imperial and Provincial.

(I) The Local Officer of a department should apply to the Administrative (departmental) head of that department, explaining the nature of, and necessity for any work required for the purposes of that department.

(II) The Administrative (departmental) head will determine whether the work is absolutely necessary, whether funds are likely to be available in the current or next financial year, and whether it is necessary to call for an estimate.

When a proposal is submitted to the Administrative head, he should address direct or through the departmental head, stating the nature of the work, the estimated cost, and how funds will be provided.

C. 681.

In all cases when the proposal involves the construction or purchase of a residence for a Government official, full particulars in Manual form no. 59 should be forwarded by the Head of the department concerned to the Public Works department.

C. 1773.

C. A. C. I.,  
App BBBBB  
(v), page 310.

### ~~INITIATION OF PROJECTS.~~

**Exception.**—(2) Proposals connected with the residences of His Excellency the Viceroy and his staff (including the Viceroy's stables at Dehra) are governed by the rules in Appendix 29.

[B. R. file no. 1371-W., serial no. 23.]

**Note.**—(1) The Local and Departmental heads mentioned in these rules are defined in the table under M. 296.

**Note.**—(2) The Collector of Mirzapur has been declared competent to call for projects from the Divisional Engineer concerned in respect of Stone Mahal works, Mirzapur.

[B. R. file no. 2237-W., serial no. 1.]

\* [B. R. file no. 1869-W., serial no. 1.]

*Initiation of Project*

(B).—*Contribution works (other than Municipal works governed by rules in Appendix 5).*

(I) Part

(a) the work to be done,

(b) the sum they are prepared to contribute,

(c) whether the Public Works department will be required to prepare the project only or will that department have to carry out the work as well,

M 70.

(d) whether they are prepared to pay the charges for establishment and tools and plant, leviable under C. 861 (II) and 1885 (V), or, if not, stating the grounds on which they ask to be exempted.

(II) The Commissioner as Departmental head will deal in the matter on the system described under clause (A) above.

*(C).—Imperial Military Works.*

In regard to the Imperial Military works carried out by the Public Works department the procedure to be followed is printed in Appendix 30

*(D).—District Board Works (Excluded Local Funds).*

M. 294a

The rules issued under Local Self-Government department notification no. 207/IX—82, dated the 28th March, 1916, should be followed.

*(E).—Famine Relief Works.*

The procedure laid down in M. 501 should be followed.

*The Preliminary report.*

275.

er should  
tion and  
ual form  
the pre-  
If this  
in half

margin on foolscap ; but estimate forms nos. 64 and 65 are not, as a rule, to be used.

C. 648

NOTE.—(1) The preliminary report is not required in respect of a work which is not likely to cost more than Rs. 5,000, or, for a work for which there is a prescribed standard design. In such cases detailed plans and estimates should be prepared and submitted for both administrative and final sanction.

NOTE.—(2) For Famine Relief projects special forms are prescribed. The estimate, which is generally prepared for both administrative and final sanction, should be in Manual form no. 61, accompanied by an abstract of cost, at ordinary rates, in Manual form No. 62.

## THE PRELIMINARY REPORT.

**276.** (a) The procedure prescribed by the Local Government relating to the initiation, preparation and sanction of estimates for electrical works is printed in Appendix 31.

(b) In respect of the installation of electric lights and fans in Government buildings occupied as residences by Government officials, the authority to sanction is vested in the Local Government subject to the following restrictions:—

(i) that the cost of providing electric lights and fans is not to be considered as part of the capital value of a house for purposes of assessment of rent; the interest on the capital cost of an electrical installation, together with the charges for repairs and working expenses, are to be assessed separately and the tenant is liable for the payment of these charges in full irrespective of the fact that the combined charges for house rent and for the electrical installation may amount to more than 10 per cent. of his salary, vide C. 919, Rule I (b);

(ii) the interest charges will be 3½ per cent. and the charges for repairs will be 5 per cent. of the capital cost of the installation; these percentages are subject to modification by the Government of India

[G. O. (P. W. D.) no. 408-423D., dated the 27th April, 1909. B. R. file no. 613-W., serial no. 37]

(iii) that sanction is only to be given in cases in which there is no doubt that the charges noted above will be continuously recovered

NOTE.—With the approval of the Local Government and subject to the following conditions, a tenant may be permitted to instal, at his own expense, his quarters with electric lights and fans:—

(a) That in order to ensure that there should be no unnecessary risk of fire or damage to the building on account of defective wiring, it must be carried out in accordance with specifications which the Electric Inspector will supply and the Electric Inspector will inspect and pass the work before current is brought into the building.

(b) That on his vacation of the quarters, or previously if called upon by Government, he will remove all the wiring and fittings at his own expense and carry out, to the satisfaction of the District Engineer, any repairs to the building that may be necessary owing to the removal of the wiring and fittings.

[G. O. (P. W. D.) no. 2067-68/1213-2-W., dated the 9th September, 1916. B. R. file no. 1232-2 W., serial nos. 3 and 4.]

**277.** The object of the preliminary report is 'two-fold— (i) to set forth the proposals under professional guidance, and to elicit the views, professional and otherwise, of the various officers interested; and (ii) to furnish the authority who called for it as *quickly as possible, with a concise business-like statement of the case, a fairly trustworthy approximate estimate of the various alternative propositions, and a professional opinion as to the best one to adopt. A sound comprehensive treatment of the case as a whole should be aimed at this stage, rather than an examination of details or extreme accuracy of estimate.*

NOTE.—Considerable judgement will often be required in deciding as to the degree of detail which should be entered into in the report, and it is undesirable to lay down hard and fast rules on this point, but no greater elaboration than is necessary to fulfil the conditions of M 277 should be expected or permitted.

**278.** It will usually suffice to give a clear but brief *résumé* of the case, showing (a) the nature of, and necessity for, the requirement; with (b) a professional note as to its proposed treatment; and (c) a rough estimate of its probable cost, based on over-all measurements and the cost of previous works of a similar nature or other general data. For *buildings* this will usually be based on the *plinth area* of the main blocks, the description of walls, floors, roofs, etc., being briefly specified in the report. In

R. R. file no. 1466W./XII, sl. no. 1. M 535.

G. O. (P. W. D.) no. 680-C. W. M., dated 7-6-1902 (sl. no. 1 of B. R. file no. 848-W.)

C. 681—686

C. 684 (iv)



## [VII.—Designs and Estimates for Works.]

### THE PRELIMINARY REPORT.

objects for *bridges* the data on which the proposed waterway has been approximately arrived at should also be given.

**NOTE**—The instructions regarding the method of calculating the waterway of road bridges and vias, contained in Chief Engineer's circular no. 6-P.W. of 30th June, 1910, are printed in appendix 33.

**279.** The report should be accompanied by such rough pencil sketches and *existing* available plans, maps, typical drawings, references to, or cuttings from, printed catalogues, etc., as will, in the opinion of the Divisional Engineer, assist in deciding to the desirability of entertaining the project and the form it could take.

- (a) For *buildings* a pencil outline ground plan with a site plan.
- (b) For *bridges* a pencil sketch (not a detail drawing) of the proposed bridge and a plan or map showing the river to be bridged.
- (c) For *roads* a map (on a scale of not less than one mile to the inch)

**NOTE**—Sectional paper may often be conveniently used for preliminary sketches and for drafts and drawings, and a supply should be kept in every Public Works office for the purpose. It can be obtained like other stationery by indent on the Stationary office.

**280.** Before preparing the preliminary report for a project in connection with new lines of railways, or the authority in charge of altered to the suitability of and in regard to the method of carrying out the work, in so far as road traffic is affected.

**NOTE**—The classes of roads and the authorities who should be consulted, as defined by the local Government are—

- (i) *Local roads* (including intra-cantonment and intra-municipal roads).  
The Chairman of the District Board concerned.
- (ii) *Municipal roads* (including intra-cantonment roads).  
The Chairman of the Municipal Board concerned.
- (iii) *Provincial roads*—
  - (a) Generally. The Superintending Engineer of the circle concerned, provided that reference is made to the Chief Engineer in all cases relating to alterations necessitated on Grand Trunk roads.
  - (b) Intra-cantonment roads. The Cantonment authorities concerned.
  - (c) Intra-municipal roads. The Chairman of the Municipal Board concerned.

**281.** Every effort should be made to utilize the Industrial schools noted on the margin. These institutions should generally be consulted in regard to such iron and woodwork, furniture, etc., as they undertake to execute, and the designs and estimates, furnished by them should be embodied in the preliminary report mentioned in M. 278.

## THE PRELIMINARY REPORT.

**282.** The guiding principle which should underlie all proceedings connected with the preparation of the approximate estimate and preliminary plans for any specified work to meet the administrative requirements of a department, needs at all times the most careful observance of the following instructions by Public Works officers concerned:—

- (a) Before or whilst drawing up the preliminary report, they should informally consult the Local officers of the department concerned.
- (b) Afford full facilities to the Local officers of the department for an expression of their opinion upon the report and this should be obtained formally.
- (c) Ensure that it is clearly explained on the proposal by the officer who initiated it how funds are to be provided.
- (d) After the report is complete in respect of the above points the Sub-Divisional officer (if the project has been prepared by him) will submit the project to the Divisional Engineer.
- (e) Transmission of the report from one officer to another should not be unduly delayed.
- (f) After recording his remarks on the report, the Divisional Engineer will obtain the view of this officer is not concerned Houses, Secretariat departments (excluding Medical, Jails, Government Printing, and Public Works buildings).
- (g) The Divisional Engineer will deal with the report in the manner laid down in M. 283.

NOTE.—(1) In the case of a contribution work, the parties administering the funds should be consulted.

NOTE.—(2) Officers concerned with the disposal of the preliminary report are always at liberty to refer proposals back for further opinion to any officers who have already seen, or who ought to have seen them.

**283.** The following procedure should be followed in regard to the professional approval of preliminary projects, and their transmission (Manual form no. 168) to the Departmental head for purposes of administrative sanction:—

M. 291.

- (a) Projects not exceeding Rs. 5,000.—After recording his professional opinion, the Divisional Engineer will submit the preliminary project to the authority competent to accord administrative sanction.
- (b) Projects exceeding Rs. 5,000 and up to Rs. 10,000 or Rs. 50,000, the limit of power of final sanction of the Superintending Engineer.—After recording his professional opinion, the Superintending Engineer will transmit the preliminary project to the authority competent to accord administrative sanction.
- (c) Projects exceeding the above limits require the professional approval of the Chief Engineer.—After recording his professional note

obtain.  
282 (f),  
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M. 91.

M. 91.

## THE PRELIMINARY REPORT.

projects for *bridges* the data on which the proposed waterway has been approximately arrived at should also be given.

NOTE.—The instructions regarding the method of calculating the waterway of road bridges and culverts contained in Chief Engineer's circular no. G-P W. of 30th June, 1910, are printed in Appendix 32.

**279.** The report should be accompanied by such rough plans, maps, typical drawings, printed catalogues, etc., as the Engineer, assist in deciding as to the desirability of entertaining the project and the form it should take.

C. 683, 681.

(a) For *buildings* a pencil outline ground plan with a site plan.

(b) For *bridges* a pencil sketch (not a detail drawing) of the proposed bridge and a plan or map showing the river to be bridged.

C. 693

(c) For *roads* a map (on a scale of not less than one mile to the inch)

NOTE.—Sectional paper may often be conveniently used for preliminary sketches and for drafts of final drawings, and a supply should be kept in every Public Works office for the purpose. It can be obtained like other stationery by indent on the Stationery office.

G. G. O.  
(Railway)  
no. 1630-  
R C, dated  
13-6-1913

**280.** Before preparing the preliminary report for a project in connection with construction of level-crossings to new lines of railways, or for alteration of existing ones, the authority in charge of the road should invariably be consulted as to the suitability of the proposed dimensions, etc., and in regard to the method of carrying out the work, in so far as road traffic is affected.

NOTE.—The classes of roads and the authorities who should be consulted, as defined by the Local Government are—

G. O. (P.  
W. D.)  
no. 463/  
225P., dated  
5-8-1913.

(i) *Local roads* (including intra-cantonment and intra-municipal roads)

The Chairman of the District Board concerned.

(ii) *Municipal roads* (including intra-cantonment roads).

The Chairman of the Municipal Board concerned.

(iii) *Provincial roads*—

(a) Generally, The Superintending Engineer of the circle concerned, provided that reference is made to the Chief Engineer in all cases relating to alterations necessitated on Grand Trunk roads.

(b) Intra-cantonment roads. The Cantonment authorities concerned.

(c) Intra-municipal roads. The Chairman of the Municipal Board concerned.

P. W. D.  
circular  
no. B-2012W.,  
dated  
17-4-1912.

**281.** Every effort should be made to utilize the Industrial

(i) School of Arts and Crafts at Lucknow

(ii) Carpentry school at Bareilly.

(iii) Industrial school at Gorakhpur

(iv) Industrial school at Lucknow.

schools noted on the margin. These institutions should generally be consulted

in regard to such iron and woodwork, furniture, etc., as they can undertake to execute, and the designs and estimates, furnished by them should be embodied in the preliminary report mentioned in M. 278.



## THE PRELIMINARY REPORT.

on the preliminary project the Superintending Engineer will transmit it to the Chief Engineer for disposal

*Exception*—*Famine Relief* projects should be dealt with in accordance with M. 501.

**NOTE**—(1) The authority empowered to accord administrative sanction may, before passing orders, when he thinks it desirable, forward any proposal for further opinion to the immediate superior of the Public Works Officer whose professional opinion would under the above rule, be ordinarily sufficient.

**NOTE**—(2) In regard to projects relating to *Local works*, the rules issued with Local Self Government Department notification no 297/IX-82, dated the 29th March, 1918, should be followed.

**NOTE**—(3) Projects connected with works relating to the *Thomason College, Boorkee*, which are carried out by the agency of the College will be submitted by the Principal of the College to Government through the Superintending Engineer and Director of Public Instruction for administrative sanction, the former countersigning them in token of professional approval.

## SPECIAL SANCTIONS.

**NOTE**—(5) Projects for works in the *Tarai and Bhabar Estates* in the Kumaun division should be dealt with in accordance with the rules prescribed by Local Government in the Revenue department and printed in Appendix 6

**NOTE**—(6) In regard to estimates exceeding Rs 500 for works in connection with *Government Houses*, the professional approval of the Superintending Engineer must be obtained and the Executive Engineer should arrange to procure this before forwarding the estimates to the Private Secretary.

**284.** (a) Consequent on the appointment of a Consulting Architect to each province the Government of India have decided—

(i) that the preparation of *designs* for buildings will ordinarily be left to the Local Government or Administration;

(ii) that, if the Head of an Imperial department desires, that in order

(iii) that the Consulting Architect to the Government of India will not ordinarily prepare *estimates*, since these should be prepared by the local authorities, who are in the best position to estimate costs.

(b) The instructions issued by the Local Government for the guidance of the Consulting Architect to the Government of the United Provinces and of the officers of the Public Works department consulting him, are printed in Appendix 33.

[G. O. (P. W. D.) no 2312-15/905W., dated the 30th August, 1912. B. R. file no 905W., serial no 29.]

[G. O. (P. W. D.) no 2262E/1191, dated the 8th October, 1912, B. R. file no 3191E, serial no. 19.]

## Rules of Administrative sanction.

**285.** For all original works (as defined in C. 645), costing over Rs. 200, each, *administrative sanction* is necessary before detailed plans and estimates can be prepared or execution of the work undertaken by the Public Works department. This sanction is not required in the case of (a) repairs (ordinary or special) and (b) purchase of tools and plant

[G. O. (P. W. D.) circular no. G-P W., dated the 2nd October, 1911.]

**286.** The authorities empowered to accord administrative sanctions to projects for original works under the different fund

G. G. O. (P. W. D.) circular no. XIV, dated 16-12-1913.  
[B. R. file no. 905-W, serial no. 31]

E. 24

G. 649.

M. C31.

C. 642.

## RULES OF ADMINISTRATIVE SANCTION.

heads, and the extent of their respective powers, are given in the following table:—

NOTE.—The exercise of powers to accord administrative sanction is subject to the limitations laid down in C. 649.

Fund head and major head.	Authorities competent to accord administrative sanction.	Extent.
<b>45. Civil Works, Imperial.</b>		
Forest ... ..	The heads of Imperial departments, as defined in C. 649(II).	C. 649(II).
Salt ... ..		
Opium ... ..	The Government of India in the Administrative department concerned.	In excess of limits laid down in C. 649(II).
Postal ... ..		
Telegraph ... ..		
Paper Currency ... ..		
Survey of India ... ..		
Agriculture and Civil Veterinary. ... ..		
Meteorological ... ..		
Churches ... ..	<i>[Public Works Department Code, volume III, Appendix 10, part V] M. 470.</i> The Local Government [C. 649(III).] The Government of India in the Administrative department concerned.	Rs. Up to † 1,500 Over † 1,500
Cemeteries attached to Churches. ... ..		
Residences for Chaplains ... ..		
Viceregal Estates, Simla, Mashobra, and Dehra Dun. ... ..	<i>[Vide rules printed in M. App 29.]</i> Military Secretary to the Viceroy The Government of India The Secretary of State	Rs. Up to 2,500 „ 1,50,000 Over 1,50,000
<b>45. Civil Works, Provincial.</b>		
<b>(a) Civil Buildings.</b>		
Administration ... ..	Land Revenue—The Board of Revenue, United Provinces.	Up to 5,000
	<i>Treasuries</i> { The Commissioner of the division. The Board of Revenue, United Provinces.	„ 2,500
		„ 5,000
	<i>Residences for Local Government.</i> { Private Secretary to His Honour the Lieutenant-Governor. The Local Government in the Public Works department.	„ 2,500
		Over 2,500

† G. G. O. (Fin.) Resolution no 361 E. A., dated the 24th July, 1916. R. & S. file 1038 E. 20, pt. 6.

\* NOTE.—In regard to estimates not exceeding Rs. 2,500 in amount for works in connection

## RULES OF ADMINISTRATIVE SANCTION.

Fund head and major head.	Authorities competent to accord administrative sanction.	Extent.
45. Civil Works, Provincial.—(concluded).		Rs.
(a) Civil Buildings—(concluded).		
Administration—(concluded).	Excise { The Commissioner of Excise. The Board of Revenue, United Provinces	Up to 2,500 " 5,000
Agricultural ...	The Director of Land Records and Agriculture, United Provinces.	" 5,000
Minor departments excluding Archaeological		
Educational ...		
Churches ...		
Burial grounds ...		
Law and Justice ...	The Head of the department concerned (M 894). Staying Bungalow and Ferries. The Local Government in the department concerned.	" 2,500
Jails (over Rs 2,500) ...		
Police (ditto) ...		All projects on over Rs. 2,500.
Medical ...		
Registration ...		
Printing ...		
Public Works ...		
(b) Communications		
(c) Miscellaneous Public Improvements		
<p>NOTE—(1) In the case of proposals exceeding the above limits, up to 10 lakhs and for all works connected with the following, irrespective of cost, the administrative sanction of Government in the department concerned is necessary.—</p> <p>(i) Residential buildings (not including hostels and quarters for menials)</p> <p>(ii) Archaeological works.</p> <p>(iii) Electrical schemes.</p> <p>NOTE—(2) A list of the churches and cemeteries classed as "Imperial" or "Provincial" in accordance with C. 829 is printed in Appendix 3A.</p>		
Tarai and Bhabar Estates, Kumaun.	[B. E. File no 75-A, serial no 227] The Deputy Commissioner or the Superintendent of the estates. The Commissioner, Kumaun division. The Local Government in the Revenue department.	Rs Up to 500 " 5,000 Over 5,000
Stone Mahal, Mirzapur	[G O (S E E) no 577-XIII-9, dated 30th September, 1914] The Commissioner, Benares division. The Board of Revenue, United Provinces The Local Government in the Separate Revenue department.	Up to 2,500 " 5,000 Over 5,000

M. 481

RULES OF ADMINISTRATIVE SANCTION.

Head and major head	Authorities competent to accord administrative sanction.	Extent.
47. <i>Military Works, Imperial.</i>	<i>G. O. (P. W. D.) no. 1659-A G., dated the 17th November, 1914. (B. E. file no. 8034-W., serial no. 12)</i>	Rs.
Minor Works ...	{ The Officer Commanding the Station. { The Officer Commanding the Brigade. { The Divisional Commander ...	Up to 200 " 1,000 " 2,500
Major Works ...	The Government of India, Army department	Over 2,500
<i>Contribution Works</i>		
Works connected with any particular department irrespective of cost.	The Local Government in the department interested.	All projects.
<i>Exception</i> —Agricultural channels costing less than Rs 500 made for irrigation purposes across roads under the Public Works department—M. 76 and 476.		
3 <i>Famine Relief Works.</i>	<i>[G. O. (Scarcity) no. 1115 S 129, dated the 29th July, 1914]</i>	Rs.
Generally ...	{ The Commissioner of the division. { The Local Government in the Revenue (Scarcity) department.	Up to 20,000 in case of each project. Over 20,000

The Register of Sanctioned Projects.

**287.** A register of sanctioned projects in Manual form no. 63, will be maintained, under the following rules, by each Provincial Head of a department for all *original works* of that department estimated to cost over Rs. 200, each. A similar register will be maintained by each Superintending Engineer for all *contribution works* in his circle:—

**NOTE.**—(1) Projects sanctioned as *relief works* will not be entered in this register. (M 502)  
 (2) Projects for additions and alterations to existing treasuries, will be entered in the Commissioner's register, he being the Departmental Head for this particular class of works M 286.

**NOTE.**—(3) Similar registers for *Local works* are maintained by District Boards under rule 24 of Local Self-Government Department notification no. 207—IX-82, dated the 28th March, 1916.

**Rule I.**—In columns 1 to 5 of the register will be entered every project as soon as it has received administrative, or revised administrative sanction.

**Rule II.**—The register will be continuous from year to year, and as each project is proceeded with, the entries in the remaining columns will be filled in. Actual expenditure incurred will be entered in columns 8 to 12 *after audit*. Unaudited expenditure should be entered in *pencil only*.

G. O. (P. W. D.) circular no. 14-P. W., dated 29-5-1913.  
 G. O. (P. W. D.) circular no. 11-P. W., dated 11-3-1914.  
 G. O. (P. W. D.) circular no. 4-P. W.-3 A., dated 25-7-1914.



## RULES OF ADMINISTRATIVE SANCTION.

Fund head and major head	Authorities competent to accord administrative sanction.	Extent.
45 Civil Works, Provincial.—(concluded).		Ra
(a) Civil Buildings—(concluded).		
Administration—(concluded)	Excise { The Commissioner of Stamps. The Board of Revenue, United Provinces	Up to 2,500 " 5,000
Agricultural ...	The Director of Land Records and Agriculture, United Provinces.	" 5,000
Minor departments excluding Archaeological.		
Educational ...		
Churches ...		
Burial grounds ...		
Law and Justice ...	The Head of the department concerned (M 394).	" 2,500
Jails (over Rs 2,500) ...	Staying Bungalows and Ferries.	All projects over Rs. 2,500.
Police (ditto) ...	The Local Government in the department concerned.	
Medical ...		
Registration ...		
Printing ...		
Public Works ...		
(b) Communications ...		
(c) Miscellaneous Public Improvements.		

NOTE.—(1) In the case of proposals exceeding the above limits, up to 16 lakhs and for all works connected with the following, irrespective of cost, the administrative sanction of Government in the department concerned is necessary. —

(i) Residential buildings (not including hostels and quarters for mentals)

(ii) Archaeological works.

(iii) Electrical schemes.

NOTE.—(2) A list of the churches and cemeteries classed as "Imperial" or "Provincial" in accordance with C. 829 is printed in Appendix 35.

	[B E No 76-A, serial no. 227]	Ra
Tarai and Bhabar Estates, Kumaun.	The Deputy Commissioner or the Superintendent of the estates. The Commissioner, Kumaun division. The Local Government in the Revenue department.	Up to 500 " 5,000 Over 5,000
	[G. O (S E No) no 577-XIII-9, dated the 30th September, 1914.]	
Stone Mahal, Mirzapur	The Commissioner, Benares division The Board of Revenue, United Provinces The Local Government in the Separate Revenue department.	Up to 2,500 " 5,000 Over 5,000

## RULES OF ADMINISTRATIVE SANCTION.

Fund head and major head	Authorities competent to accord administrative sanction.	Extent.
47. <i>Military Works, Imperial.</i>	G O O (P. W. D.) no. 1857-A G, dated the 17th November, 1914. [B. R. file no. 2034-W., serial no 19]	Rs.
Minor Works ...	{ The Officer Commanding the Station. { The Officer Commanding the Brigade. { The Divisional Commander ...	Up to 200 „ 1,000 „ 2,600
Major Works ...	The Government of India, Army department.	Over 2,600
<i>Contribution Works</i>		
Works connected with any particular department irrespective of cost.	The Local Government in the department interested.	All projects.
Exception—Agricultural channels costing less than Rs. 500 made for irrigation purposes across roads under the Public Works department—M. 75 and 476.		
33. <i>Famine Relief Works.</i>	[G O (Scarcity) no. 11135-129, dated the 29th July, 1914]	Rs.
Generally ...	{ The Commissioner of the division. { The Local Government in the Revenue (Scarcity) department.	Up to 20,000 in case of each project. Over 20,000

## The Register of Sanctioned Projects.

**287.** A register of sanctioned projects in Manual form no. 63, will be maintained, under the following rules, by each Provincial Head of a department for all *original works* of that department estimated to cost over Rs. 200, each. A similar register will be maintained by each Superintending Engineer for all *contribution works* in his circle:—

**NOTE**—(1) Projects sanctioned as *relief works* will not be entered in this register. (M 502)  
**NOTE**—(2) Projects for additions and alterations to existing treasuries, will be entered in the Commissioner's register, he being the Departmental Head for this particular class of works M 296.

**NOTE**—(3) Similar registers for Local works are maintained by District Boards under rule 24 of Local Self-Government Department, notification no. 207—IX-82, dated the 28th March, 1916

**Rule I.**—In columns 1 to 5 of the register will be entered every project as soon as it has received administrative, or revised administrative sanction.

**Rule II.**—The register will be continuous from year to year, and as each project is proceeded with, the entries in the remaining columns will be filled in. Actual expenditure incurred will be entered in columns 8 to 12 *after audit*. Unaudited expenditure should be entered in *pencil only*.

G. O. (P. W. D.) circular no. 14-P. W., dated 29-5-1913.  
 G. O. (P. W. D.) circular no. 11-P. W., dated 11-3-1914.  
 G. O. (P. W. D.) circular no. 4-P. W-37 A., dated 25-7-1914.

## THE REGISTER OF SANCTIONED PROJECTS.

**Rule III.**—The register will be maintained in duplicate, one copy being submitted annually, with the budget proposals for the following year, to Government for inspection and return. By making the register continuous, the necessity for preparing a fresh copy every year will be avoided.

**Rule IV.**—When a project receives revised administrative sanction, the original entry should be closed and a fresh entry with a new serial number should be opened, cross references being made to the old and new entries.

**Rule V.**—If a project is cancelled, the entry should be closed by a reference across the remaining columns to the authority and letter cancelling it.

**Rule VI.**—Each project will be scored out as soon as it is completed, revised, or cancelled, so that it may be readily apparent what projects still remain incomplete from the commencement of the register.

**Rule VII.**—All registers should be kept correctly posted to date, and should be carefully checked and completed before the annual submission to Government of the duplicates.

**Rule**

**NOTE.**—In regard to Local works, completion reports and plans should be forwarded in accordance with rule 24 of Local Self-Government Department notification no. 207—IX-82, dated the 23rd March, 1916.

**Rule IX.**—Separate copies of the registers will be maintained in the Public Works Secretariat and posted annually from the duplicate registers before the latter are returned.

## Limits of Administrative sanction.

**288.** With a view to preventing the accumulation of projects to an extent considerably in excess of the funds likely that the aggregate of the any Provincial departmented projects, should the current year, exceed the sanctioned budget grant of that department for a period of one-and-a-half years. It will be the duty of the Provincial departmental head to see that this rule is observed, vide M. 274.

**289.** An exception to the above limitation may be made, in the case of very large works the execution of which must occupy several years. For such works only one-and-a-half years' probable expenditure will be taken into account in calculating the aggregate outstanding sanctions.

**290.** Administrative sanctions in all cases hold good for three years only from the date of the orders according them; and the project lapses if the administrative sanction is not renewed, no matter what stage the project may be in, or whether the final fair estimate has been sanctioned or not.

**NOTE.**—Similar conditions are applicable to Local works, vide para. 19 of Local Self-Government Department notification no. 207—IX-82, dated the 23rd March, 1916.

# LIMITS OF ADMINISTRATIVE SANCTION.

## 291. Revised administrative sanction is necessary—

- (i) for projects costing under Rs. 10,000 when the excess over the original sanction exceeds Rs. 500;
- (ii) for projects costing over Rs. 10,000 when the excess exceeds 5 per cent. of the original sanction;
- (iii) in the case of Contribution works when an excess, however small, occurs over the amount originally sanctioned;

(B. R. file no. 132B-1.)

and whether or not the fair project or the revised estimate is sent up simultaneously with the proposal for revised administrative sanction, it (i.e., the proposal) should be submitted to the authority who accords administrative sanction as soon as over it can be ascertained what the revised estimated cost is likely to be.

M. 283.

**292.** The officers of the Public Works department concerned are responsible that lapsed projects are not commenced without renewed administrative sanction, and that until revised administrative sanction has been accorded, work is not proceeded with after it has become apparent that the limit of permissible excess is likely to be exceeded.

## Procedure following Administrative sanction.

**293.** The authority who accords administrative sanction will (if not himself the Departmental Head), intimate it as soon as accorded to the Departmental Head who if the work is a Provincial work will post his *register of sanctioned projects*, and will in all cases (if not himself the Commissioner) send a copy of the intimation to the Commissioner of the division concerned (except in the case of Jail works).

M. 394.  
M. 287.

24

283m(2)

NOTE.—In respect of administrative sanctions accorded to Local works and the maintenance of register of sanctioned projects by District Boards, the rules in paragraphs 17 to 30, and 24 of Local Self-Government Department notification no. 207—IX-53, dated the 28th March, 1916, apply.

M 233a(2)  
M 287n(3).

**294.** The Local Government will intimate its own administrative sanctions to the Chief Engineer, and in calling for the fair project will furnish him with the sanctioned proposal and its accompanying plans and documents. Other administrative sanctions will be intimated by the authority according them to the Superintending Engineer, the sanctioned proposal and its accompaniments being sent to him with the request for the fair project.

NOTE.—In regard to Local works, the District Board or the Commissioner will call on Divisional Engineers or Superintending Engineers for fair projects for works administratively sanctioned as the case may be, vide paragraphs 17 to 19 of Local Self-Government Department notification no. 207—IX-52, dated the 28th March, 1916

M 274(D).

**295.** The proposal and its accompaniments will then be transmitted through the usual departmental channels to the Public Works officer who is to draw up the project, with any instructions which the Chief, Superintending, or Divisional Engineer may have to give regarding its preparation.

NOTE.—For communications of this nature by Superintending Engineers to Divisional Engineers, Manual form no. 109 should be used.

## The Project.

**296.** The value of an estimate or plan, whether as affording intelligible information for administrative purposes, or as a guide to the officials and other persons who have to execute the work, depends largely on the lucidity, completeness, and accuracy of its component parts. It is therefore necessary to maintain the highest possible standard of excellence in these respects; and to ensure this the rules prescribed in the Code and this Manual for the preparation of estimates and plans must be invariably and closely carried out.

**297.** One estimate only should be prepared in the case of works referred to in C. 645 (II) (a), the allocation of charges being noted in the abstract of estimate as follows:—

C 631—706.  
M. 427—438  
M. 622 and  
626.

B. R. file  
no 23/B 5  
Com. (page  
14 of notes)

M. 534.

				Rs.
Chargeable to "Original works "	...	...	...	...
" to "Repairs "	...	...	...	...
Total amount of estimate	..	..	..	...

M. 102.

In communicating sanction to the estimate and allotment of funds to the audit office this allocation should invariably be intimated.

**298.** The allocation of expenditure on account of buildings connected with combined Post and Telegraph offices will be on the following principles and the share of the cost debitable to the Postal department and that debitable to the Telegraph department will be shown separately in the estimate for such works:—

B. R. file no.  
35/B-1, serial  
no. 1.  
M. 322.

- (i) Cost of fittings particular to each department to be debited to the department concerned.
- (ii) Cost of additions and alterations or extensions of either post office or telegraphs to be debited to the department concerned.
- (iii) Cost of general repairs to be divided in proportion to the cost of establishment.
- (iv) Cost of a new combined building to be divided in proportion to the accommodation required by each department.

**299.** In order to expedite the acquisition of land for Government purposes, a separate estimate for the acquisition of land required for a project may, after the project has been administratively sanctioned, be sanctioned by competent authority.

M. 308.

The estimated or actual cost of the land should subsequently be incorporated in the final fair estimate.

[G. G. O (P. W. D) circular no. 6-P. W., dated the 20th August, 1913.]

**300.** All projects, when not prepared by the Divisional Engineer himself, must be prepared in consultation with him and under his guidance; except in the case of requisitions, which may be faired out at once.

## The Fair Project.

**301.** In carrying out the instructions contained in C. 650 to 662 due regard is to be paid to the modifications in them as set forth in the instructions printed on Manual forms nos. 71 and 72. All officers, subordinates, and clerical establishment concerned in the preparation and scrutiny of projects should be intimately acquainted with both sets of instructions.

**302.** (I) *Estimates* for all original works, over Rs. 200 will consist of the following documents which will be filled up in accordance with the notes and instructions printed on Manual forms nos. 71 and 72 :—

(i) Title-page, list of plans, contents, and references ...	(A) M. form no. 64	C. 650.
(ii) Report ...	(B) " 65	C. 652.
(iii) General specification ...	(C) " 66	C. 654, 655, and 656.
(iv) Detailed ...	(D) " 67	
(v) Calculations on foolscap paper or (C)		C 660, 661.
		C. 657.
	(E) " 70	
		68
(a) For a simple work ...	(Y) " 71	C 658.
(b) For large works requiring various sub-heads ...	(Z) " 72	C. 659
(x) Label to be pasted on plans and drawings submitted with an estimate ...	" 73	
(xi) Covers or envelopes to contain plans and drawings submitted with an estimate ...	Provincial form nos. 25 and 26,	

(II) *Revised estimates* will be prepared on the same forms as above, but a comparative statement and explanation of differences in (F)—Manual form no. 69, will be added just before the abstract in (Y) or (Z).

C 675—677.  
M 331.

See M. 330.

final sanction the complete plans

**303.** *military works* to be executed by the Public Works department will not be prepared until it has been decided by competent authority that the work or scheme is to be carried out within a reasonable time, vide Appendix 30.

M. 274 (c).

**304.** In submitting revised plans and estimates to the Government of India, for approval, the original plans and estimates should invariably accompany.

C 1928, (a) (c)

[G. O. (P. W. D.) no. 833, dated the 13th June, 1912.]

**305.** The use of printed specifications in connection with estimates and contract bonds is to be encouraged. Copies of approved printed specifications which have stood the test of experience should, as occasion arises, be submitted to the Chief Engineer for incorporation as alternatives in the book of standard

M 230  
C 690.  
M. 95.

## THE FAIR PROJECT.

specifications of the Local Government. Such specifications must be *concise and broken up into serially-numbered paragraphs*. When registered in the Chief Engineer's office, they will receive distinguishing numbers, and can then be referred to by number and paragraph in the schedules of rates, and in future estimates.

**306.** A correct schedule of the rates in each district should be maintained in every division in a separate statement, which should be printed *under the direction of the Divisional Engineer* after approval by the Superintending Engineer. Each sub-division should be supplied with several copies; and copies should be furnished to Jail superintendents and to the Superintending and Chief Engineers, who should be kept informed of any modifications from time to time found necessary. Each item in the schedule should be clearly defined by a reference against it to the particular specification on which it is based.

**307.** In the case of works of the classes detailed in C. 1885 when a charge is made for establishment, tools and plant, after the total estimated cost of the work (including contingencies) is got out at the foot of the abstract of the estimate, the following entries should be added:—

<i>Add charges for establishment at</i>	<i>per cent. and tools and</i>
<i>plant at per cent., total</i>	<i>per cent., on the above estimate.</i>

*Grand total, estimated cost for sanction*

NOTE.—Percentage charges for establishment and tools and plant are only to be assessed on items of actual work done by the Public Works department and not on mere payments made, vide Manual form no. 70. The items of expenditure on which such charges are inadmissible are mentioned in C.1885-IX. An example showing how such charges are to be worked out is printed in Appendix B.

**308.** The fullest possible information should be given in the estimate regarding land to be taken up, vide C. 800, whether compensation is to be paid or not. The measurements should, as far as possible, agree with, and work up to, the particulars to be furnished in the declaration and notice of intended acquisition prescribed in sections 5 and 9 of Act I of 1894. The portions of the Act which chiefly concern the officers of the Public Works department are printed in Appendix 36.

**309.** Measures and units to be used in the preparation of projects are laid down in C. 665 and 666.

**310.** Field books for survey work and Level books are stocked as Manual form no. 74. All Field and Level books when filled in should be filed in the Sub-Divisional office.

**311.** The estimate should invariably bear a distinctive number corresponding to its register number in the office in which it is prepared. This number should be repeated on each successive sheet.

NOTE.—(1) A Register of estimates, in Manual form no. 73, should be maintained in each sub-divisional, divisional, or circle office, entries being made in accordance with the instructions printed on the form. (B R file no. 663M-1, serial nos. 46-47.)

NOTE.—(2) To fulfil audit requirements, in respect of account documents, the number and date of the letter according to sanction, should be quoted and not the register number of the estimate.

## THE FAIR PROJECT.

**312.** The officers of the department concerned should sign the fair estimate at the foot of the report in token of their general approval, making any remarks they may consider necessary in the margin of the report. Each fair plan and drawing should similarly be countersigned by the officers of the department concerned in token of their approval of the arrangements. All signatures should be dated on fair estimates and plans. It is the duty of the office in which the project is fared out to enter at the foot of the report and each plan the designations of the officers whose signatures are necessary. C. 607, 682. M. 823.

**313.** Plans to accompany projects, all working drawings and any others of importance should be prepared on Ferro-gallic linen or Ferro-prussiate linen. Attention is drawn to Stenber's blue print correctors (obtainable from the usual firms in India) the use of which overcomes one of the chief objections to the Ferro-prussiate process, namely the difficulty in colouring or correcting such plans. C. 608. M. 239, 415.

[G. O. (P. W. D.) circular no. 1051C II, dated the 30th July, 1914.]

NOTE.—Printed standard plans (separate copies of which can be obtained (Manual form no. 76) from the Registrar, Public Works Secretariat, Allahabad) and maps, should be used as much as possible, in preference to manuscript drawings and tracings, when their use will save time and labour. C. 695. M. 401.

**314.** It is convenient to make the dimensions (especially the depth) of drawings, tracings, etc., multiples of those of a sheet of fool-cap. Unwieldiness and excessive or unnecessary doubling up can be minimized by the judicious arrangement of a set of drawings on two or more sheets. C. 668.

**315.** Where the ferrotype process is used, the tracings forming the negatives should invariably be kept (*unfolded*) in the office in which the ferrotypes are printed off. Such tracings, if called for by superior authority, should be submitted and returned *rolled up* in a tin cylinder not folded; and the words "not to be folded" should be conspicuously printed on the margin of every ferrotype negative outside the area to be reproduced. M. 445.

*Projects for Jail Works.*

**316.** Projects for original works or special repairs costing more than Rs. 2,500 each, will, as a rule, be prepared by the Public Works department. C. 668.

NOTE.—In cases of works requiring professional skill whether original works or special repairs the Public Works department may be called upon to prepare the estimate even when the amount of the estimate is expected to be less than Rs. 2,500.

The limit of Rs. 2,500 is exclusive of the value of prison labour. [G. O. (P. W. D.) circular no. 6-P.W., dated the 2nd October, 1911.] B. R. file no. 195A, serial no. 42.

**317.** Projects whether prepared by the Jail or by the Public Works department, should be drawn up on the Public Works forms and in conformity with the rules laid down in the Public Works Code as modified by the orders in this Manual, vide instructions printed on Manual form no. 77.



## THE FAIR PROJECT.

M 452.

**318.** Designs for ordinary jail works, such as will be carried out chiefly by prison labour with jail manufactured materials, should be framed with a view to economy and simplicity of construction. These considerations should take precedence of those relating to architectural effect and finish.

Circular no.  
2-P.W., dated  
5-4-1893.

**319.** The following rules are to be observed in lieu of the instructions in C. 663 for the preparation of estimates for works on which it is intended to use prison labour. For original works and special repairs the abstract of the estimate will be prepared in Manual form no. 77 in the following manner:—

- (a) The last column of the abstract will show the "net estimated cash expenditure" on
- (b) The penultimate col the antepenultim Works department and public also
- (d) department rates. total of the
- (e) t column will contingencies of estimate " estimate, and ded when the

M. 454.

Completion reports of all works on which prison labour has been employed, will be framed on the same principles, the amount for which the estimate is sanctioned and the amount of expenditure incurred being in all cases the net estimated and the net actual cash expenditure only.

**320.** It should be stated on each estimate whether the work is to be carried out by the Public Works department or by the Jail department. The procedure in the former case in no way differs from that laid down for other Provincial Public Works. In the latter case, the sanctioned project will be kept in the office of the Inspector-General of Prisons till required for execution.

## Procedure for submission of Fair Projects.

**321.** The order in which fair estimates will usually be transmitted (Manual form no. 168) from the Public Works officer, w.  
it

- 1 By the Sub-Divisional Officer to the Local Head of the department concerned.
- 2 By the Divisional Engineer to the Local Head of the department concerned

All projects prepared by him for countersignature in token of general approval and return.

## PROCEDURE FOR SUBMISSION OF FAIR PROJECTS.

3	By the Sub-Divisional Officer to the Divisional Engineer.	All projects referred to in entry no 1.
4	By the Divisional Engineer to the Commissioner.	All projects referred to in entries nos. 1 and 2, costing not more than Rs. 5,000, not being of the classes excepted in M. 282(f).
5	By the Divisional Engineer to the Head of the department concerned	All projects up to Rs. 5,000 (i) for final sanction if the Head of the department concerned is empowered to accord such sanction, or (ii) to return it after countersignature in token of general approval.
6	By the Divisional Engineer to the Superintending Engineer.	All projects over Rs. 5,000.
7	By the Superintending Engineer to the Commissioner.	All projects over Rs. 5,000 not being of the classes excepted in M. 282 (f).
8	By the Superintending Engineer to the Head of the department concerned.	All projects up to Rs. $\frac{10,000^*}{50,000^+}$ for countersignature in token of general approval and return.
9	By the Superintending Engineer to the Chief Engineer.	All projects over Rs. $\frac{10,000^*}{50,000^+}$ for disposal.
10	By the Chief Engineer to the Head of the department concerned	All projects over Rs. 10,000 or 50,000 as the case may be, for countersignature in token of general approval and return

\* Superintending Engineer, officiating

† Superintending Engineer, permanent.

*Exception (a)* Estimates for works of the following classes, invariably require the final sanction of Local Government in the Public Works department :—

- (i) Electrical schemes ;
- (ii) Residential buildings for which capital and revenue accounts are kept up ;
- (iii) Archaeological works

*Exception (b)* Special procedure should be observed in dealing with estimates for works connected with.

- (i) Thomason Civil Engineering College, Roorkee,—M. 283, note (3).
- (ii) Tarai and Bhabar Government Estates, Kumaun—M. 283, note (5).
- (iii) Stone Mahal, Mirzapur—M. 286.

*NOTE—(1)* In regard to fair estimates for Local works, the procedure laid down in paragraph 19 of Local Self Government Department notification no 207—IX—82, dated the 29th March, 1916, should be followed.

*NOTE—(2)* Fair estimates relating to Military works to be executed by the Public Works department should be dealt with in accordance with the orders of the Government of India, printed in Appendix 30.

## PROCEDURE FOR SUBMISSION OF FAIR PROJECTS.

M. 298.

**322.** The estimates for combined Postal and Telegraph buildings should be accompanied by a memorandum showing the amounts debitable to each of the departments.

M. 321.

**323.** The countersignature of the Local and Departmental heads concerned will be necessary to all fair estimates and plans submitted to them. This countersignature by Local and Departmental Heads and Commissioners of divisions to fair estimates and plans is required in token of their general approval of the work proposed, of its total estimated cost, and of the manner in which it is to be carried out; and as it in no way carries responsibility on their part for professional details or rates of work (all such responsibility resting with the Public Works department), it should be affixed to the plans and to the report of the estimate, but not to the abstract of cost. Any remarks which an officer desires to place on record in connection with the final fair estimate should be written by him on the margin of the report.

M. 312.

NOTE.—In the case of projects administratively sanctioned by Provincial Heads of departments, their countersignature to fair estimates and plans is not necessary [G. O. (P. W. D.) circular no. 1-P.W., dated the 6th January, 1915 B. R. No. 870W.]

## Rules for finally sanctioning estimates.

C. 672.  
Local Self-  
Govt. Dept.  
notification  
no. 207-IX—  
82, dated 28th  
March, 1916,  
paragraph 19.

**324.** The authorities empowered to sanction requisitions and estimates are detailed in M. 389. Sanction will be accorded to an estimate by enfacing the abstract with an endorsement in the following form:—

*Sanctioned as register no.                      of (19    19    ) for Rs. (figures and words).  
The work will be carried out by the agency of the +*

*Signature                      } of sanctioning authority.  
Rank and title*

A sanctioning memorandum in Manual form no. 78 will at the same time be recorded in the office of the sanctioning authority, by whom both the endorsement and the memorandum must be signed.

**325.**

work; but where convenient, two or more estimates for repairs may be sanctioned in one memorandum, provided that the works are all to be carried out by the same agency. Unnecessary labour will also often be saved if Divisional Engineers collect such repair estimates submitted to them during any month as require the sanction of the Superintending Engineer, and transmit them together to the Superintending Engineer on the first of the following month, with the list prescribed in C. 288, 323, and M. 102.

NOTE.—In the case of sanctions accorded by Superintending Engineers, Manual forms nos. 172 and 173 should be used.

M. 413.

+ "Public Works department," "Director of Land Records and Agriculture," "Jail department," "Municipal Board," "Cantonment committee," "Collector" or "Deputy Commissioner."

## RULES FOR FINALLY SANCTIONING ESTIMATES.

**326.** A signed copy of the sanctioning memorandum (Manual form no. 78) will be put up with the estimate or estimates sanctioned in it for the information of officers through whose hands it will pass and for final record in the office of the agency by which the work is to be executed.

M. 257.

A separate copy of the sanctioning memorandum will at the same time be forwarded to Departmental Head for information.

**327.** Any instructions or remarks which a sanctioning authority desires to record should either be endorsed on the back of the sanctioning memorandum below the forwarding endorsement (Manual form no. 78), or form the subject of a separate communication.

## Disposal of sanctioned projects.

**328.** Requisitions and estimates for all original works, repairs and tools and plant to be executed from funds provided in the Public Works budget estimates by *departmental agency* should, after they are sanctioned be transmitted by the sanctioning authority direct to the Superintending Engineers for entry in their and Divisional Engineers' registers of estimates (Manual form no. 75), vide M 311.

M 102,

NOTE.—In the register of estimates (Manual form no. 75) should be entered only the requisitions for the works or repairs are

M. 102.  
M 311**329.**

after his register

to works of the classes mentioned in M. 328, transmit with Manual form nos. 170 to 173 every requisition and estimate received by him to the Executive Engineer of the division in which the work is situated for information; and the Divisional Engineer, after posting his register of sanctioned estimates, will transmit the project to the office of the agency by which the work is to be carried out for execution or for custody pending the appropriation of funds. Projects for works to be executed by Public Works agency will be sent to the Sub-Divisional officer concerned. Projects for works to be executed by Agricultural department or by Jail agency will be sent to the Director of Land Records and Agriculture or to the Superintendent of the Jail.

M. 257.

NOTE.—In regard to project for Local works finally sanctioned duplicate copies of sanctioned plan and estimates shall be forwarded by the Sub-Divisional officer to the District Boards concerned, vide paragraph 19 of Local-Self Government Department notification no. 207-IX-82, dated the 25th March, 1910.

## Preliminary Estimates

**329A.** Preliminary estimates for the manufacture and collection of materials, etc., for a work on which it is desirable to start work quickly may be prepared and submitted for sanction with or after the submission of the preliminary proposals (in the case of works requiring administrative sanction), when there is likely to be delay in the elaboration of the fair project. Such preliminary estimates must however be professionally approved and sanctioned by the Engineers and authorities who will deal finally with the complete project. The final fair project

## PRELIMINARY ESTIMATES.

must cover all expenditure and liabilities incurred on the preliminary estimates; they should be enumerated in its table of references, and its report should state clearly that they will be superseded by it. The preliminary estimates should be closed and the expenditure incurred on them charged to the final project as soon as it is sanctioned.

## Supplementary Estimates.

**330.** *Supplementary estimates* will be prepared on the same forms and in the same manner as ordinary estimates. The word "Supplementary" should be prefixed in manuscript to the word "estimate" throughout the printed headings, etc., of the estimate, and the estimate to which it is supplementary should be quoted in the table of references on page 2, and should be submitted for inspection with the supplementary estimate.

NOTE.—For rules regarding sanction, see M. 328.

## Revised Estimates.

**331.** *Revised estimates* will be prepared on the same forms as ordinary estimates, which should be filled up in accordance with the instructions printed on Manual form no. 69.

NOTE.—For special rules regarding the sanctioning of revised estimates, see M. 330.

## Lightning Conductors.

**332.** It is not considered necessary to provide lightning conductors for ordinary police magazines used solely for storing rifle ammunition in cartridges and boxes, except in exposed localities.

**333.** (a) Attention is invited to the Code of Instructions for the guidance of Public Works officers in the erection and testing of lightning conductors, approved by the Government of India in their letter no. 111-C.W.M., dated the 20th January, 1904.

(b) Rules framed by the Local Government for the inspection of lightning conductors are printed in Appendix 37.

**334.** The services of the inspector of lightning conductors are, under the instructions contained in this department letter nos.  $\frac{1213-15E}{1B-14}$ , dated the 13th June, 1900, also available for the examination of electric bell installations, the supply and maintenance of which are under the Public Works department, vide Government of India, Public Works department, letter no. 310 C. W. T., dated the 17th March, 1900.

**335.** (I) For each lightning conductor inspected by him, the inspector of lightning conductors will record the details of test in the "certificate of test" (Manual form no. 23) and forward it in original to the Electric Inspector for disposal and record in his office.

M. 327, 702.

C. 1049, 1050.

C. 874.  
M. 302 (III).

M. 302 (II).

C. 688  
G. O. no.  
C. 4308  
2337  
dated  
1-10-1893.

C. 689.

M. G. O.  
XVIII.  
2380-2384.

B. R. file  
no. 1B.  
14, serial  
no. 83.

## LIGHTNING CONDUCTORS.

(II) The Electric Inspector will collect the "certificate of test" pertaining to the lightning conductors on public buildings in a Public Works division. After scrutinizing these certificates he will enter the results with his remarks in the "annual return" (Manual form no. 24) and submit the same, through the Executive Engineer of the division to reach the Superintending Engineer by the 15th June.

(III) T. . . . . C. 689.

## Repairs, General.

**336.** Reasonable provision may be made in lumpsums in the annual repair estimates for petty items of work, such as smiths', carpenters', and masons' work and other items which do not admit of accurate measurement beforehand.

**337.** If there be any question as to whether a repair should be treated as a *special* repair or an *ordinary* repair, the decision will rest with the Superintending Engineer.

C. 715.

**338.** All estimates for annual repairs and maintenance should be prepared and sanctioned as soon as possible after the commencement of the year.

C. 717.

**339.** In deciding the order in which the periodical repairs to civil buildings will be carried out, the executive officers should, as far as possible, consult the convenience of the occupants.

**340.** Requisitions and estimates for repairs and maintenance be prepared in accordance with the Code and this agency concerned, and submitted for sanction to the proper authority prescribed in M. 390. The Public Works department will, when asked, assist the Police department in the preparation of estimates.

M. 448.

**341.** . . . . . nces of the budget allotments  
works included in the estimate  
on the abstract of every  
estimate for repairs.

**342.** Repair and maintenance estimates for works to be executed by Public Works agency will usually be prepared in the Sub-Divisional office and disposed of departmentally. The com-  
estimate including the book of measurements . . .

C. 720.

C. 321.

## REPAIRS, GENERAL.

checked and corrected in his office, sanction and dispose of the estimate in accordance with M. 324 to 329

C 718.  
M. 350.  
M. 478, Note  
(1).

**343.** A register of buildings borne on the books of the Public Works department [Manual form nos. 39, 40] will be printed for each district and maintained in the offices of Chief, Superintending, Divisional, and District Engineers.

Extracts from the register [Manual form no. 43], showing any modifications that may take place during the year will be submitted annually, as soon after the 1st January each year as possible by Executive Engineers to the Superintending Engineers and by the latter to the Chief Engineer.

NOTE.—(1) Special attention should be given to ensure a careful and accurate record being kept up.

[B R file no. 124W., serial no. 613]

NOTE.—(2) A copy of the register of buildings and correction slips should be supplied to the Government of India

[G G O (P. W. D.) no. 837B II, dated the 23rd July, 1915 B R file no. 124W., serial no. 1039]

## Repairs, Buildings.

**344.** Estimates for annual repairs to buildings of all classes should be prepared in accordance with the following instruction :—

(a) For each district estimates in Manual form no. 80, should be prepared in the manner exhibited in the sample form with illustrative entries printed in Appendix 38. These estimates should be printed up locally.

NOTE.—The printing of these forms for each district is intended to obviate a considerable amount of clerical work in framing the annual estimates, and is expected to be a safeguard against any small building being omitted from the estimates by an oversight.

C 700.

(b) There should be separate estimates for each group of buildings, such as, Land Revenue, Educational, etc. (each building being shown separately).

NOTE.—In the sample form at Appendix 38, total quantities have been given for the Deputy Commissioner's Court, Tahsil, etc., but it is necessary that quantities of each block of the buildings under the respective heads should be detailed separately.

C. 721.

C. 723, 724.

(c) The quantities that recur annually should be printed, abstracting them from the record standard measurement books (Manual form no. 79). The annual provision for rents and taxes, where such occur should also be printed. The spaces for items which differ annually should be left blank and filled up in manuscript (Manual form no. 68) by the officer or subordinate when preparing the annual estimates.

(d) The detail of measurements (Manual form no. 68) which accompany the annual repair estimates is not ordinarily necessary and need not be sub-

is accorded.

(f) The available balance of the budget allotment for each group of buildings should invariably be noted in red ink at the foot of the estimate (Manual form no. 80)

## Repairs, Roads and Bridges.

C. 710

**344A.** To prevent confusion, it is desirable that one general system of nomenclature should be officially recognised and adopted for all the roads in this province which are dealt with by the Public Works department; that each road should bear one recognized name and one only, and that as far as

## REPAIRS, ROADS AND BRIDGES.

possible the name of a road should indicate the position of its termini, and in the case of two or more roads between the same termini, the route followed by each:—

- (i) Roads having the same termini will be distinguished by the affix "via C" or "via C and D," C and D being intermediate places traversed by the road suitably chosen to define its route.
- (ii) Short roads to whose termini names cannot will be given may be designated in the manner best calculated to define their position and limits

alphabetical order.

(iii) Roads having the same termini will be distinguished by the affix "via C" or "via C and D," C and D being intermediate places traversed by the road suitably chosen to define its route.

(iv) Short roads to whose termini names cannot will be given may be designated in the manner best calculated to define their position and limits

NOTE.—The above instructions are based on the system of nomenclature of roads adopted in the statement for the province compiled in 1891 for the information of the Secretary of State, and subsequently corrected up to 31st March, 1900, and circulated with G. O. (P. W. D.) no. 3830-W/500, dated the 6th October, 1900.

[G. O. (P. W. D.) no. 128-C, dated the 18th May, 1890.]

**345.** It will suffice as a rule to submit one estimate annually at the commencement of the financial year for renewal collection on each metalled road in each district. The estimate will be prepared in Manual form no. 81, supported, if necessary, by inner sheets on Manual forms nos. 66 to 68.

**346.** Each renewal collection estimate when submitted for sanction must be accompanied by the sub-divisional office copy of (i) the road chart in Manual form no. 56, (ii) the road metal rate book in Manual form no. 57 corrected to date in

and the divisional office copies of these records to be corrected.

**347.** Measurements of the thickness of metal on a road are not required to be made or recorded annually or at any other fixed period. They need only be made in any mile when it appears to require renewal; but when taken, the average for the mile should be recorded for that year in column 1 of the road chart (Manual form no. 56). In column 2 of each mile should be entered, at the close of the financial year, the balance, if any, of the renewal metal at site, or the conventional sign that it has been consolidated. Rut-filling is seldom necessary, except as part of the maintenance operations, in which case it should not be noticed on the road chart. Operations estimated for the current year should be shown on the chart in pencil, actual operations carried out being inked in at its close. As the chart of each road has to be submitted annually with the estimate for renewals, it will usually be convenient to bind the sets of sheets forming the charts for the different roads separately in strong paper covers.

P. W. D. circular no 3-P. W., dated 25-3-1893.

C. 725, 726, 728.

C 729, 730.

M. 625.

M. 255.

C. 623.



## REPAIRS, ROADS AND BRIDGES.

**348.** Renewals should be arranged for with reference to the general condition and thickness of the coat of metal actually on the road in each mile, and not at fixed periods.

**349.** Except in special cases where part of a mile requires more frequent renewals than the remainder, as, for instance, in a city or where traffic is concentrated as at a railway station, the practice of renewing portions only of a mile in one season is objectionable. Metal to be consolidated in a given year should, as a rule, be collected in the previous year; and except balances collected in the early part of a year to complete nearly finished miles of the previous year no material collected for renewals after the 31st March should ordinarily be consolidated during the ensuing rainy season. Renewal metal should not ordinarily be consolidated until the whole mile has been collected, and then only when the whole mile can be consolidated before the close of the season for consolidation.

C. 714.

**350.** Renewal collection estimates will in common with other annual repair estimates be closed before the end of the financial year, provision for completing any unfinished portions of the collection being made in the estimate for the year following.

M. 693.

B R file  
no. 2269W.  
serial nos.  
1 and 2

**351.** Proposals to increase the width of metal on Provincial roads require the approval of the Local Government.

In the case of Local roads the sanction of the District Board should be obtained.

C 725, 726

**352.** Separate estimates on the following or other suitable Manual forms will be submitted for each metalled road for each of the following operations (O.725):—

LISTS CONTAINED IN M. 344,

accompanied, if necessary, by details on suitable Manual form no. 68 or 79.

**353.** With a view to reducing the office work entailed in sanctioning and accounting against a large number of separate estimates, the following procedure will be observed in regard to estimates for repairs to metalled roads:—

- (1) The collection estimates for all the provincial roads in a district should  
general abstract,  
each road and the

- (2) . . . . . 85 will accompany

- (3) . . . . . (5) of M. 352 on  
usly, accompanied  
by a general abstract, in Manual form no. 72, 84 or 86 in which the  
total of each estimate should be entered, the roads being detailed in

## REPAIRS, ROADS AND BRIDGES.

the column for sub-heads, and the three items "Maintenance," "Repair of bridges," and "Repair of buildings, etc.," appearing at the head of the column for sub-works in Manual form no. 72. of the ss provincial

**354.** For 2nd class roads one estimate (Manual form no. 80) and one abstract only on Manual form no. 72, or other suitable form (Manual form no. 86) will be required in each district for the repairs executed by Public Works agency to bridges and culverts, each separate road being entered as a sub-work (Manual form no. 72). Where detailed measurements are necessary they can be attached on loose sheets (Manual form no. 68).

**355.** Under the main head *Ferries* one estimate should be prepared for the repairs and maintenance of all the ferries maintained by Public Works agency, the abstract of which showing each ferry separately as a sub-work will be prepared in Manual form no. 72 or 80.

**356.** Under the main head *Accommodation for travellers* should be prepared one estimate for Provincial and one for Local repairs and maintenance, the abstract of which will show each group of buildings separately, arranged by sub-heads of classification, in Manual form no. 80 or 86.

**357.** A similar estimate will be prepared for the *Arboricultural* operations. The abstract will be in Manual form no. 80 or other suitable form, the various roads, etc., being entered in it as sub-works (Manual form no. 80 or 86).

## Repairs, Miscellaneous Public Improvements.

**358.** Estimates will be required under each separate sub-head of classification for Provincial and Local works, framed in accordance with the principles above enunciated.

## Tools and Plant.

**359.** of articles under no. 88. One estimational office for the coming year's requirements under all sub-heads (including furniture for offices) should be submitted annually. New requirements should be entered first [under the sub-heads given in C. 1036], followed by due provision under "Repairs" to cover all probable requirements for repairs to all classes of articles. As all expenditure on items classed as tools and plant, whether for their original supply or for their repair, is, under C. 1243

## TOOLS AND PLANT.

chargeable to that head of service, separate estimates for supply and for repairs are not necessary. The sub-divisional estimate is due by the 1st February, and the collected estimates of the division should be submitted by the 1st March to the Superintending Engineer to enable him to make the necessary allotments from the reserve placed at his disposal under Part IV of the final issue of Provincial Civil Works budget estimate. Estimates for articles emergently required at other times should be prepared in a similar manner.

C 589,1843 *NOTE.*—In the case of Direction offices separate estimates should be prepared for office furniture and tents as expenditure on account of original supply or repairs and carriage in such cases is chargeable to "office contingencies".

[G. O. (P. W. D.) no. 756M./320, dated the 22nd June, 1916, P. D. file no. 329-M., serial no. 162.]

## Chapter VIII.—Contracts.

	<i>Para.</i>		<i>Para</i>
Petty contracts	360	Contract documents	371
Contracts	366	Tenders	375
Reports of contracts entered into	370	Agreements and bonds	380

### Petty Contracts.

**360.** The following are the subsidiary rules framed by this Government for the classes of agreements referred to in C. 749, and hereinafter termed "Petty Contracts." They are applicable to all operations of the classes referred to which cannot be completed and settled up for forthwith, and are based on the rules for contracts as laid down in chapter VIII of the P. W. D. Code.

NOTE.—Rules for dealing with contractors and entering upon legal proceedings are printed in Appendix 17.

C 750.  
M. 151.

**361.** No work shall be performed under any agreement having the nature of a petty contract mentioned above, unless the conditions to be fulfilled are reduced to writing in English and signed by the contractor.

C. 749.

**362.** (a) A Sub-Divisional officer is competent to arrange for the execution by *piece-work* of any sanctioned work within the amount sanctioned by competent authority, provided that the value of work to be executed by one individual contractor does not exceed Rs. 500 and that the Sub-Divisional officer before accepting the piece-work agreement on the prescribed form (General—P. W. D. form no. 1) satisfies himself and undertakes full responsibility that the limit of payment of Rs. 500 is adhered to in the case of every such agreement accepted by him.

C. 749 and  
1035.

[O. O. (P. W. D.) no. 578-M/11-B-5, dated the 6th May, 1916.]

(b) A Sub-Divisional officer may arrange for the execution of petty works by a simple written order to a contractor precisely specifying what is to be done and signed by the Sub-Divisional officer and the contractor.

NOTE.—A register of the piece-work agreements entered into by a Sub-Divisional officer shall be maintained in each Sub-Divisional office in Manual form no. 60.

**363.** In the case of petty works under Rs. 500 tenders may or may not be invited by a Sub-Divisional officer, but security deposits are not necessary, and should not as a rule be demanded.

C 762, 768

**364.** To keep the Divisional Engineer informed of the piece-work agreements accepted by a Sub-Divisional officer, the latter officer shall submit at end of each month, all such agreements entered into by him during the month for inspection, scrutiny and return.

C 766, 767

## PETTY CONTRACTS.

**365.** In the case of a petty contract given out on an order, the Sub-Divisional officer should furnish the contractor with a signed copy of the order in English, as provided for in General—P. W. D. form no. 1, and should see that its contents and conditions are clearly explained to him if he cannot read English.

## Contracts.

C. 760, 762,  
766, 767.

**366.** (I) For the execution by contract of public works, costing over Rs. 500 each, tenders shall invariably be invited and the prescribed contract documents correctly drawn up and submitted to the authority competent to enter into contract.

(II) Works estimated to cost more than Rs. 500, shall not be carried out on a piece-work agreement except in the following special cases—

- (i) when the urgency of a project requires the work to be commenced forthwith, the work may be started, as a temporary measure, on a piece-work agreement (General—P. W. D. form no. 1) pending the formal acceptance of the tender and contract documents by competent authority, vide clause (I) above;
- (ii) when for any particular reasons an Executive Engineer finds it necessary or advisable to carry out a work by piece-work agreement—otherwise than, as a temporary measure, pending the acceptance of the tender and the execution of the formal contract—the special sanction of the Superintending Engineer to the carrying out of the work on a piece-work agreement shall be obtained, if the total cost of the work to be executed under the piece-work agreement is expected to exceed Rs. 5,000

B. R. file  
no. 1389-W,  
serial no. 1.

G. O. (P. W.  
D) no. 350-M/  
11-B-8, dated  
19-3-1918  
[B. R. file  
no. 11-B/8-M,  
serial nos.  
416-417.]

**367.** The following rules will be observed in dealing with contracts entered into by Executive Engineers, Superintending Engineers, and Chief Engineers:—

## (i)—Contracts entered into by Executive Engineers.

C. 757.

An Executive Engineer or an Assistant Engineer in charge of a division can accept a tender up to Rs. 5,000 for any sanctioned work or part of a sanctioned work, within the amount of the sanctioned estimate for the work or its portion tendered for.

## (ii)—Contracts entered into by Superintending Engineers.

B. R. file  
no. 1932-W,  
serial no. 16.

A Superintending Engineer can accept tenders up to Rs. 50,000 each, for any sanctioned work or part of a sanctioned work, provided that in cases of projects which he is not empowered to sanction technically or finally, the acceptance of the tender will not involve an excess over the amount of the detailed estimate sanctioned by competent authority

## (iii)—Contracts entered into by Chief Engineers.

Chief Engineers may enter into contracts within the limits of sanction competent to a Local Government, vide Code II, 1925 and 1935.

*amount* **NOTE.**—Except with the previous sanction of the Chief Engineer, no officer can accept a tender (though within his powers) which would bind Government to expenditure beyond the amount allotted in the current year's budget for the work tendered for.



## CONTRACT DOCUMENTS.

with slight modifications. If none of these sets are suitable, or can be rendered suitable by reasonable modifications, a special set of conditions of contract should be prepared to suit local requirements. Any special set of conditions of contract so prepared must however be approved by the Superintending Engineer and by a Government Law officer.

NOTE.—(1) Suitable forms of specifications and conditions of contract to be observed in the collection or consolidation of renewal metal (stone or kankar) have been prescribed by the Local Government and are printed as Manual forms nos. 98 to 101.

[D R file no 659M, serial nos. 84 and 85]

NOTE.—(2) New Code form F-I and F-II may be used if considered convenient

**374.** Tenders should be properly filled in before submission to superior officers for disposal. As these papers form the documents on which a court's decision is based in case of a disputed claim being brought forward by a contractor, Sub-Divisional officers are reminded of the necessity for correctly drawing up the papers in the first instance. Divisional and Superintending Engineers should give special attention to the close scrutiny of all such documents before finally accepting them or submitting them to Government.

NOTE.—(1) When more than one tender is received for a work, all the tenders received should be submitted to the superior officers for disposal, accompanied by a comparative statement in Manual form no. 102.

NOTE.—(2) The acceptance of tenders is communicated in General—P W. D form no. 3.

## Tenders.

**375.** The forms of tender prescribed for use are described in Appendix 39 or Code forms F-I or F-II.

Instructions for the use of the tender forms are printed on each form.

NOTE.—Tenders not on the particular form prescribed in the contract documents, or not filled up in English, or not submitted in accordance with the terms of the notice or advertisement, are liable to rejection.

**376.** The amount of the earnest money to accompany the tender should ordinarily be—

	Rs.
(a)	50
(b)	100
(c)	200
(d)	100

and such earnest money is to be deposited in currency notes. A treasury receipt for the amount may be accepted.

This rule however is not intended to debar officers from fixing the amounts of earnest money at lower rates than the above if considered advisable; but in no case should less than 1 (one) per cent. of the estimated value of the work tendered for be demanded.

In some cases it may be necessary to demand an earnest of 5 per cent.: such cases will always be subject to distinct orders by the Chief Engineer. Every officer who receives earnest money tendered is responsible that it is credited in his cash book as soon as received, and that a proper receipt for the amount in Code

C. 764.

Circular no  
1-P.W., dtd  
22-1-  
1896.

C. 766 and  
767.

## TENDERS.

form no. 20E is given to the party tendering. Earnest money should be returned to unsuccessful tenderers as soon as their tenders are rejected, the usual stamped receipt being taken.

**377.** *Security deposits not exceeding Rs. 500.*—Earnest deposits of successful tenderers, if under Rs. 500, shall be paid into Postal Savings Bank with the consent of the contractors, the amount being pledged to the Sub-Divisional officer concerned.

-C. 977.

Postal Guide,  
clause 332  
(rule 45).  
C. 887, 1350.  
M. 163.

[G. O. (P. W. D.) no. 352-A. G., dated the 18th April, 1916. B. B. file no. 793-M, serial o. 60.]

The Pass Book will be kept by the Sub-Divisional officer, who will maintain a register of securities received and disposed of in Code form no. 157-A, extracts from it being furnished to the Divisional Engineer with the monthly accounts for March and September of each year.

C. 1343.

**378.** *Security deposits over Rs. 500.*—All public works officers are required to represent to contractors the advisability of furnishing Government securities purchased by themselves, or in case of a deposit made by a contractor in any other form, the investment of the same in Government securities may be made under the orders of the Executive Engineer, but only after obtaining the consent of the depositor in writing.

Postal Guide,  
clause 332  
(rule 46).  
C. 770, 772

[G. O. (P. W. D.) no. 2838/703M, dated the 15th December, 1916.]

**379.** The repayment to contractors of their security deposits shall be sanctioned by the Executive Engineer of the division in all cases (original works and repairs) in which this officer thinks it advisable to do so on the completion of the work.

C. 1349.

C. 387.

[G. O. (P. W. D.) no. 738M/703, dated the 3rd April, 1916.]

## Agreements and Bonds.

**380.** In the case of contracts entered into by Divisional Engineers, no bond should, as a rule, be executed: the acceptance of the tender by the Divisional Engineer will be sufficient to bind the contractor. In such cases the contract will consist of the "contract documents" prescribed in M. 371, together with the successful tender formally accepted by the Divisional Engineer. The whole should be united at the time of acceptance by a ribbon passed through the top left hand corner and sealed.

C. 770.

NOTE.—(1) There is no objection to two or more accepted tenders for different portions of the work specified in a set of contract documents, being attached thereto, i.e., one set of contract documents may, if convenient, form part of two or more contracts for different parts of the works specified in them.

NOTE.—(2) The conditions of "contract" are conditions which the contractor accepts as binding on him and with which he agrees to comply. His signature alone is necessary to this document.

[Legal Remembrancer's opinion, dated the 25th June, 1914, on serial no. 63 of B. and B. file no. 17D-17-M.]

NOTE.—(3) Conditions for ferry lease are printed as Manual form no. 103.

**381.** It is sometimes convenient to give a contractor a portion only of the work tendered for by him, or to accept his tender subject to modifications. In such cases, as the acceptance of a portion only of an offer, or of an offer subject



# AGREEMENTS AND BONDS.

to modifications which have not received the consent of the party to the contract, it is necessary to obtain the consent of the tender; and no contract can be accepted by the Government as accepted without a substantial correction and modification in it signed or initialled by the party tendering.

**382.** Contracts for amounts beyond the powers of acceptance by Executive Engineers may be classed as (a) "ordinary," and (b) "special."

(a) In the case of works of an ordinary nature, the tenders for which may be within the powers of acceptance by the Superintending Engineer or the Chief Engineer, the contract papers will consist of the accepted tender together with the documents enumerated in M. 371.

(b) In the case of works of great magnitude, the tenders for which may be accepted by the Chief Engineer, the contract papers will consist of the accepted tender and the documents enumerated in M. 371, with the addition of a deed or bond which may be prescribed by the Local Government in consultation with the Legal Remembrancer to suit the requirements of each case.

**NOTE.—**(1) The "conditions of contract" and the "deed" or "bond" need only be signed by the contractor.

[B. R. file no. 17B/17M, serial no. 63]

**NOTE.—**(2) In the absence of special orders to the contrary, the sum in which the contractor should be bound by the bond will be the amount of the earnest money paid by the contractor when submitting his tender together with a deduction of 10 per cent. on the amount of all bills prepared under his contract, vide clause 1 of Conditions of Contract, Manual forms nos. 91, 93 and 95.

**NOTE.—**(3) All the documents comprising the contract should be arranged in the manner—

vide Note 1 above

C. 773, 775.

**383.** Government will not be bound by any irregular engagements entered into in opposition to, or contravention of the Code rules, as amplified in this Manual. Contractors so engaging will do it at their own risk, and if the Government see fit to set aside such an agreement altogether, the contractor will have no remedy, excepting against the Divisional Engineer in his private capacity, and in the case of petty contracts not exceeding Rs. 500, each, against the Sub-Divisional officer concerned.

**384.** As a rule, all accepted tenders, with the connected contract documents referred to in M. 380 and 382, should be filed carefully in the Divisional offices, certified copies of the accepted tender or sufficient extracts therefrom in each case, being forwarded for use in Sub-Divisional offices.

[G. O. (P. W. D.) no. 1203/M/17-B-30, dated the 23rd November, 1914, B. R. file no. 17B-30M, serial no. 8]

## Chapter IX.—Execution of Works.

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### Commencement of Works.

**385.** (A) The orders in the Public Works department Code fixing the responsibilities of Divisional Engineers in regard to the conditions for the execution of public works, i.e.,

C 781, 782, 783, C. 1922, C. 1463.

- (i) that detailed estimates have been sanctioned,
  - (ii) that allotment of funds has been made, and
  - (iii) that order to commence work has been issued by competent authority,
- are equally binding on all Sub Divisional officers.

C. 831, 332 and 338.

(B) The sanction accorded to a work by competent authority (C. 781), means the technical or final sanction to the detailed estimates by the authority competent to accord such sanction.

C 648 (iii).

NOTE.—The according of sanction to an estimate is no authority for commencing work or incurring liability before a specific appropriation of funds has been made.

(C. 781) means the specific sanction to a work, on a properly sanctioned estimate by the Local Government in the Public Works department, or (b) by the Head of the department concerned (called "Controlling officer"), provided by the Local Government in the Public Works department with funds and with power to appropriate them to a work or class of works in accordance with the rules regulating the grant, allotment and appropriation of funds contained in chapter XII of this Manual.

M. 600 M 671,

(D) The order to commence work means the instructions issued by the Local Government or by the Controlling officer declaring the sanctioned grant as available for expenditure

M 600, 603

## COMMENCEMENT OF WORKS.

on the work for which detailed estimates have been duly sanctioned and finally sanctioned.

**33C.**

M. 134.

been fully complied with.

works officer by  
the Lieutenant-  
ant work" or  
the estimate

**387.** When circumstances appear to justify work being telegraph stating the to the Chief Engineer work or incur liabilities are given.

## Powers of Final Sanction.

**388.** Under C 847 and 1945 the Local Government is empowered to lay down rules investing certain civil authorities with powers to sanction estimates and expenditure. The rules in regard to sanctioning expenditure will be found in chapter XII; the rules under which final fair projects may be sanctioned are contained in the following paragraphs.

**389.** The authorities empowered to sanction requisitions and final fair estimates for new works, additions, and repairs classed as original works, are exhibited in the following statements.

**Note.**—These powers are not to be exercised in such a manner as to cause work to be sanctioned piecemeal which, taken together, would require the sanction of a higher authority. A project which is essentially incomplete without extensions, and which together with the extensions will exceed the power of a sanctioning authority, must not be sanctioned by the latter, but must be submitted to the authority who has power to sanction the entire project.

## (I) 45. Civil Works, Imperial:

The countersignature of the responsible civil officer in case of requisitions not likely to exceed Rs. 200 will be sufficient authority for the execution of the work after allotment of funds. All other estimates likely to cost more than Rs. 200 with the exception of those in connection with residential buildings, irrespective of cost, will be dealt with in the following manner:—

(a) Selected Executive Engineers—will sanction finally estimates over

C. 836, 831.

(b,

C. 836, 283.

(c)

C. 836, 233.

(d,

C 1923.

(e,

## POWERS OF FINAL SANCTION.

NOTE.—In the case of works connected with the Viceroyal Estates at Delhi, Simla, Mashobra and Dehra Dun, estimates will be sanctioned in accordance with the revised rules framed by the Government of India in November, 1913, and which are printed in Appendix 20, referred to in paragraph 274 of this Manual.

- (a) The Military Secretary to the Viceroy will sanction up to Rs. 500.
- (b) The Local Government concerned will sanction up to Rs. 25,000.
- (c) The Chief Commissioner, Delhi Province, will sanction up to Rs. 20,000.
- (d) The Government of India (above Rs. 25,000 or Rs. 20,000) will sanction up to Rs. 1,50,000.
- (e) The Secretary of State above Rs. 1,50,000.

## (II) 45. Civil Works, Provincial.

## (A) Departmental heads.—

In case of new works or additions required by civil authorities, the cost of which is not likely to exceed Rs. 200, the countersignature of the responsible civil officer to the requisition will be sufficient authority for the execution of the work after allotment of funds.

NOTE.—This procedure will not be applicable in respect of the classes of works restricted for sanction by the Local Government, vide clause (D) below.

## (B) Divisional Engineers.—

(i) *Executive Engineers* are empowered to sanction finally requisitions for original works not exceeding Rs. 200 for works of all departments or classes of which the Chief or the Superintending Engineer is the Departmental Head and the Divisional Engineer is the Local Head.

(ii) *Selected Executive Engineers* vested with enhanced powers under C. 321 are empowered to sanction estimates exceeding Rs. 200 but not exceeding Rs. 2,500 for works of all departments.

NOTE.—These powers do not cover final sanction to projects of the classes of works restricted for sanction by Local Government, vide clause (D) below.

## (C) Superintending Engineers.—

(i) *Permanent*—empowered to sanction finally estimates for works of all departments, each costing over Rs. 2,500 and up to Rs. 50,000, except works of the classes restricted for sanction by the Local Government, vide clause (D) below.

(ii) *Selected*—empowered to sanction finally estimates for works costing over Rs. 2,500 and up to Rs. 10,000, except works of the classes restricted for sanction by the Local Government, vide clause (D) below.

(D) *Local Government, Public Works department*.—Sanctions finally estimates of the undermentioned classes of works and all other estimates when their cost exceeds the limits of Superintending Engineer's powers of sanction, vide clause (C) above up to the limit of 16 lakhs exclusive of charges for establishment and tools and plant.

- (a) Works connected with residential buildings for which capital and revenue accounts are maintained.
- (b) Estimates for the purchase of buildings.
- (c) Estimates for electrical works.
- (d) Projects costing over Rs. 10,000 relating to river training works, flood embankments, and extensive additions

E. 28

C. 1925 (III)

C. 835, 833

E. 2

M. 285 (c)

G. O. (P. W.)  
D) no. 1042E  
101, dated the  
13th May,  
1911

G. O. (P. W.)  
D) no.  
2235E/1036-  
15, dated  
the 29th  
June, 1912.

G. O. (P. W.)  
D) no.  
1313CEJ  
101W, dated  
the 29th  
May, 1914.

G. O. (P. W.)  
D) no.  
2235E/1036-  
15, dated  
the 29th  
June, 1912.

C. 1925 (II)

## POWERS OF FINAL SANCTION.

and alterations to existing public buildings of any architectural pretensions, the cost of which has exceeded one lakh of rupees.

C 1932A,  
(1) and (2).

*Tarai and Bhabar Government Estates, Kumaun.*

B. R. file no.  
76A., serial  
no. 227,  
M.74, App. 6.

- (1) Projects for original works estimated to cost Rs. 500 or less will be sanctioned finally by the Executive Engineer, Government Estates.
- (2) Projects for original works exceeding Rs. 500 but not exceeding Rs. 5,000 will be sanctioned finally by the Commissioner, after they have been professionally approved by the Executive Engineer.
- (3) Projects for original works exceeding Rs. 5,000 will be sanctioned finally by the Local Government in the Revenue department after they have been professionally approved thus:
  - (i) up to Rs. 10,000 by Superintending Engineer—*officiating rank*;
  - (ii) up to Rs. 25,000 by Superintending Engineer—*permanent rank*; and
  - (iii) over Rs. 25,000 by the Chief Engineer.

*Stone Mahal Works, Mirzapur.*

B R. file no.  
2237A., serial  
no. 1.

The powers of final sanction will be the same as for ordinary Provincial Works.

[G. O. (Sep. Rev. Excise) no. 577/XIII-3, dated the 30th September, 1914.]

*(III) Local Works administered by District Boards.*

- (i) *District Boards.*—Sanction finally requisitions and estimates (except for electrical schemes) not exceeding Rs. 3,000 for each work.

Local Self-Government notification no. 207/IX-52, dated the 23rd March, 1916.

- (ii) *Commissioners.*—Sanction finally estimates over Rs. 3,000 but not exceeding Rs. 15,000 for each work (except for electrical schemes)

Local Self-Government notification no. 207/IX-52, dated the 23rd March, 1916.

- (iii) *Superintending Engineers (permanent).*—Sanction finally estimates over Rs. 15,000 but not exceeding Rs. 50,000 for each project (except for electrical schemes).

Local Self-Government notification no. 207/IX-52, dated the 23rd March, 1916.

G. O. (P. W. D.) no. 923-E/1036-15, 872E/1036-15 and 2434E/1036-15, dated respectively, the 27th May, 1910, 18th February, 1911, and the 27th November, 1911.]

- (iv) *Local Government, Public Works department.*—Sanctions finally all estimates connected with electrical schemes, and any other project exceeding Rs. 15,000 or Rs. 50,000, as the case may be, when professionally approved by the Chief Engineer.

Local Self-Government notification no. 207/IX-52, dated the 23rd March, 1916.

## POWERS OF FINAL SANCTION.

## (IV) Contribution Works.

- (a) An original work or a repair which is to be carried out partly from funds provided in, or transferred to, the Imperial or Provincial Budget Estimate of the Public Works department, and partly from funds "contributed" from other sources, is under C. 862, to be treated as an ordinary Public Work, the final estimate being sanctioned by the authority who would have power to sanction it were no funds "contributed."
- (b) Requisitions and estimates for all other contribution original works of whatever nature or extent, or from whatever sources funds for their execution are contributed, require the final sanction of—
- (i) The Commissioner of the division—up to Rs. 500.
- (ii) The Superintending Engineer holding the permanent rank—up to Rs. 50,000.
- (iii) The Superintending Engineer holding an officiating or temporary rank—up to Rs. 10,000.
- (iv) The Local Government in the Public Works department all projects the estimates of which exceed Rs. 50,000 or Rs. 10,000, as the case may be.

Exception.—These orders do not apply to Municipal works which are

Local  
864-L,  
of the

File no 1988,  
Allahabad  
drainage  
scheme.

## (V) 47. Military Works, Imperial.

- |   |       |        |
|---|-------|--------|
|   |       | Rs.    |
| (i) The Officer Commanding the station ...  | up to | 200    |
| (ii) The Officer Commanding the Brigade...  | up to | 1,000  |
| (iii) The Divisional Commander ...  | up to | 2,500  |
| (iv) The Local Government in the Public Works department (exclusive of charges for establishment and tools and plant) ... | up to | 50,000 |
| (v) The Government of India, Army department ...  | over  | 50,000 |

B. R. file  
no. 2034W.,  
serial no. 12.  
M. 274 (c).  
C. 1925 (v).

## (VI) 33. Famine Relief.

- (i) Superintending Engineer holding permanent rank—up to Rs. 50,000
- (ii) The ...

G.O. (P.W.D.)  
no. 235-M,  
dated  
15-2-1911.  
C. 1925(vi).

**390.** The authorities empowered to sanction requisitions and estimates for repairs and maintenance of works under Public Works control, subject to the conditions of C. 831 and M. 533 and 706 are as follows:—

Works executed by the agency of the Public Works department.

- (a) Divisional Engineers—Sanction all requisitions and estimates for

G. O. (P. W.  
D.) no 1280  
—101 E.  
dated  
20-6-1910.

(b) *Superintending Engineers*—Sanction all other estimates for ordinary repairs and maintenance (except jail works) and all special repairs estimates exceeding Rs. 2,500 in each case.

(c) *The Principal, Thomason College*—Sanctions all requisitions and estimates for ordinary repairs and maintenance within the limits of budget provision.

(d) *The Inspector-General of Prisons*.—Sanctions all requisitions and estimates for maintenance and repairs (*special as well as ordinary*), except for residential buildings for which capital and revenue accounts are kept.

(c) *The Inspector-General of Police*—Sanctions all requisitions and estimates for maintenance and repairs (*special* as well as *ordinary*), except for residential buildings for which capital and revenue accounts are kept.

NOTE.—All requisitions and estimates will be sanctioned by the Divisional Engineer or the Superintending Engineer, as the case may be, in accordance with, and subject to, the conditions mentioned at (a) and (b) above.

[Local Self-Government notification no 297/IX 62, dated the 23th March, 1916, parag. 21]

M. 621.

(a) Articles not exceeding Rs 50 in value can be purchased or manufactured without an estimate, subject to the following restrictions, viz :—

(i) *Mathematical instruments*—that the sanctioned scale in M. 616 is not exceeded;

(ii) *Office furniture*—that, the authority of the Superintending Engineer is first obtained; and

(iii) *Live stock*—that the authority of the Local Government is first obtained

File no. 490-  
8-M, serial  
no. 2.

(c) The Superintending Engineers and the Sanitary Engineer can sanction the purchase of tools and plant (not including live stock or office furniture) up to the limit of Rs. 10,000 and of office furniture

30

(e) All other estimates under this head must be submitted to the Chief Engineer for disposal.

## POWERS OF FINAL SANCTION.

**392.** When provision for a work is made partly in one and partly in another Budget Estimate, the funds will usually all be transferred to one Budget Account. In this case, and in the case of a work projected to meet the requirements of two or more departments, the Local Government will be the sanctioning authority, and will also determine the particular budget and department under which the work, as a whole, is to be classed for accounts purposes.

**393.** A sanctioning authority may, if he so desire in any special case, call upon the Engineer who is the immediate superior of the Public Works officer on whose professional approval a requisition or fair estimate is submitted for final sanction, for his professional opinion on the project before according final sanction.

C 1499.  
O. A. C. 1201.  
M 670.

## Classification of works. Departmental and Local heads.

**394. (a)** The following schedule displays in a convenient form the classification\* of works to be adopted in the budget estimates and accounts, and generally in the United Provinces. It is based on the lines laid down in Appendix 22 of volume III of the Public Works Code, omitting such heads of classification therein detailed as are not represented, or likely to be represented, in this province. [Special rules regarding Famine Relief Works will be found in M, 501 to 503.] The schedule also exhibits the designation of the appointments, the incumbents of which are technically referred to in this Manual as the Departmental heads and Local heads of the various departments or classes of works :—

Major heads are printed in large capitals, thus ...	47. MILITARY WORKS.
Service heads are printed in small capitals, thus ...	COMMUNICATIONS.
Main heads are printed in thick type, thus ...	Administration
Sub-heads are printed in ordinary type, thus ...	Exercise.

Certain groups of buildings printed in italics, under the sub-heads to which they belong, are separately detailed, because they are under different Departmental and Local heads from the remainder of the class. They do not constitute separate sub-heads of classification.

(b) The responsibility for arranging for funds in the case of residential buildings will rest with the Head of the department (described as Local head) to which the officer for whom the building is to be constructed belongs, and the classification of the estimate will be made accordingly. That is to say for Public Works department buildings, the Superintending Engineer and for Revenue, Judicial or other buildings (according to the classification in the Public Works department budget (the Secretary, Board of Revenue, the Registrar, High Court, or other Head of department).

B. R. file nos.  
1029W. and  
583W (para  
15 of notes)  
Serial no.  
107

\*NOTE.—The Departmental heads of expenditure are (1) Original Works, (2) Repairs, (3) Establishment, (4) Tools and Plant, (5) Expenses (vide Code, volume III, Appendix 21). They do not enter into the classification detailed in this paragraph.



## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head.*
<b>47 MILITARY WORKS, IMPERIAL.</b> (Public Works department Code volume III, Appendix 22, and A. R. I, volume III, Appendix V.) <b>I.—Accommodation for British troops.</b> <b>II.—Accommodation for Native troops</b> <b>III.—Officers' quarters and mess houses.</b> <b>IV.—General Cantonment works—</b> (i) Roads ... (ii) Water-supplies ... (iii) Drainage ... (iv) Ranges ... (v) Conservancy ... <b>IVA.—Grass and dairy farms</b> <b>V.—Electric and mechanical installations for lighting and punkha pulling.</b> <b>VI.—Staff and miscellaneous—</b> (i) Staff offices ...	<p><i>For works under the administrative control of the Military authorities</i></p> <p>The General Officer Commanding the division.</p> <p><i>For buildings under the administrative control of the civil authorities.</i></p> <p>The Head of the department occupying the building. If vacant, or tenanted by a private individual, the Superintending Engineer</p> <p><i>For other works.</i></p> <p>The Chief Engineer</p>	<p>The Officer Commanding the Station.</p> <p>If occupied, the District Magistrate. If vacant or tenanted by a private individual, the Divisional Engineer.</p> <p>The Divisional Engineer.</p>
ment limits. (ii) Railway sidings and platforms (iii) Roadways on railway bridges (iv) Rest houses and encamping grounds. <b>IX.—Ordnance works</b> ... <b>X.—Supply and Transport Corps works</b> <b>XI.—Remount department works</b> <b>XII.—Marine works</b> ... <b>XIII.—Renewals and improvement of buildings (works which for technical reasons are treated as original works)</b>		

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head.*
<b>45. CIVIL WORKS, IMPERIAL.</b>		
<b>CIVIL BUILDINGS</b>		
<b>1. Forest—</b>		
Forest College buildings at Dehra Dun.	The Inspector-General of Forests. The Principal of the Forest College. The President, Research Institute.	The Principal of the Forest College. The President, Research Institute.
Forest Research Institute at Dehra Dun.		
<b>3. Salt ...</b>	The Commissioner of Northern India, Salt Revenue.	The Superintendent
<b>4. Opium ...</b>	The Board of Revenue, United Provinces.	The Opium Agent.
<b>6 Post offices ...</b>	The Opium Agent.	The Post Master-General or Su-
	Provinces.	Cawnpore, Lucknow, and Meerut
<b>7. Telegraphs ...</b>		The Director of Telegraphs.
<b>8 Administration—</b>		
Viceroyal buildings ...	The Military Secretary to the Viceroy.	The Superintendent of the Estate.
Imperial treasury and account buildings.	The Comptroller-General.	The Accountant-General
Imperial currency buildings ...	The Controller of Currency.	The Commissioner of Paper Currency (Accountant-General)
<b>9. Minor departments—</b>		
Trigonometrical branch office (Survey of India) at Mussorree.	The Surveyor-General to the Government of India	The Superintendent, Northern circle.
Meteorological observatories ...	The Director-General of Observatories in India	The Civil Surgeon (M. S. O., I, 78.)
X-Ray Institute at Dehra Dun	The Director-General, Indian Medical Service	The Superintendent of the Institute.
Bacteriological Laboratories	The Agricultural Adviser to the Government of India.	The Imperial Bacteriologist.
Residence for the Ex-Amir of Kabul (Bellevue House at Mussorree).	The Chief Engineer.	The officer occupying the building
Office of the Senior Government Inspector of Railways, Lucknow		

\* The Departmental head is also the Local head in regard to buildings of his own department occupied by him and his office.

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head	Local head.
<b>45 CIVIL WORKS, IMPERIAL</b> <i>— (concluded)</i>		
<b>11. Ecclesiastical—</b>		
Churches ... ..	The Commissioner of the division.	*The Resident Chaplain.
Open cemeteries ... ..		
Residences for Chaplains ...	The Chief Secretary to Government in the General department.	1. The Commissioner of the division 2. The Archdeacon of Lucknow.
<b>16 Miscellaneous—</b> Imperial Cadet Corps Lines at Dehra Dun	The Commandant...	The Commandant.
<b>45. CIVIL WORKS, PROVINCIAL</b>		
<b>1. Forests—</b> All Forest buildings in charge of the Public Works department except those at Dehra Dun.	The Conservator	The Deputy Conservator
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned	
<b>8 Administration—</b> Land Revenue (including the Board's office) (a)	The Board of Revenue	The Collector or Deputy Commissioner
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
<i>Agriculture</i> Experimental farms (including botanical gardens)	The Director of Land Records and Agriculture.	The Superintendent
Ga dens in the Kumaun division	The Commissioner, Kumaun	The Superintendent.
Patwar school.	The Director of Land Records and Agriculture	The Collector or Deputy Commissioner
Agricultural College, Cawnpore	The Director of Land Records and Agriculture	The Principal.

\*If there is no Resident Chaplain, the Senior Member of the Church Committee, or if there is no such committee, the District Magistrate—(Public Works department Code, volume III, Appendix 10)  
But all correspondence will be forwarded to the Commissioner through the Archdeacon of Lucknow.  
(a) In the case of the Board's office, the Local head is the Board of Revenue.

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head.
<b>45 CIVIL WORKS, PROVINCIAL</b> —(continued)		
<b>8—Administration—(concluded)</b> <i>Agriculture—(concluded).</i>		
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
Excise (b) ... ..	The Board of Revenue.	The Collector or Deputy Commissioner
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
Residences for Local Governments.	The Private Secretary.	The Private Secretary.
Government Circuit House ..	The Secretary to Government in the Miscellaneous department.	The Secretary to the Board of Revenue, but Collector is in charge, vide M. 515.
Secretariat offices (including the Accountant-General's office) and departmental offices, Naini Tal and Allahabad.	The Chief Engineer, Buildings and Roads branch	The Head of the department occupying the building on part of a building
Secretariat clerks' quarters, Allahabad and Naini Tal.	The Chief Engineer	The Divisional Engineer.
Lock-ups [when detached from jail and police buildings] (c).	The Commissioner of the division.	The District Magistrate.
<b>9 Minor departments—</b>		
Museums and scientific institutions	The Commissioner of the division.	The Head of the institution
Monuments including closed cemeteries, and antiquities including buildings of architectural and historical interest	The Superintending Engineer	The Divisional Engineer.
Miscellaneous—Traffic Registration posts.	The Director of Land Records and Agriculture.	...

Notes on serial no. 105, file no. 418/1.

(c) A list of these detached lock-ups is given in M. 305.

## CLASSIFICATION OF WORKS DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head.
45 CIVIL WORKS, PROVINCIAL —(continued).		
9. Minor departments—(concluded)		
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept	The Secretary to Government in the department concerned.	
10. Educational—		
Government Colleges. ...	The Director of Public Instruction	The Principal.
The Thomason College, Roorkee...	The Director of Public Instruction	The Principal.
Industrial Schools ...	The Director of Public Instruction.	The Director of Industries.
Technological Institute, Cawnpore	The Director of Public Instruction	The Industrial Chemist
Normal Schools ..	The Director of Public Instruction.	The Head master.
High Schools at headquarters of districts	The Director of Public Instruction.	The Head Master.
Model Girls' Schools (a) ..	The Director of Public Instruction.	The Deputy Inspector of Schools.
Reformatory Schools . .	The Director of Public Instruction	The Head of the institution
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department
Residential buildings for which capital and revenue accounts are not kept	The Secretary to Government in the department concerned.	
11. Ecclesiastical—		
Churches ...	The Commissioner of the division	The Resident Chaplain or the senior member of the Church Committee or the District Magistrate.
Burial grounds ...		
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	

(a) All model girls' schools are Provincial, except those in hired buildings.

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head	Local head.
<b>45. CIVIL WORKS, PROVINCIAL</b> —(continued).		
<b>12. Law and Justice—</b> High Court ... ..	The Registrar of the High Court, North-Western Provinces.	The Registrar of the High Court, North-Western Provinces.
Judicial Commissioner's Court, Lucknow.	The Judicial Commissioner, Oudh.	The Judicial Commissioner, Oudh.
Pleaders' chambers and subsidiary buildings.	[Follow the court to which attached.]	[Follow the court to which attached.]
District and Sessions courts, North-Western Provinces.	The Registrar of the High Court, North-Western Provinces.	The District and Sessions Judge.
District and Sessions courts, Oudh	The Judicial Commissioner, Oudh.	The District and Sessions Judge.
Council chamber attached to the Judicial Commissioner's court at Lucknow.	The Secretary to the Legislative Council, United Provinces	The Secretary to the Legislative Council, United Provinces.
Saitors' sheds in the compounds of district courts.	[Follow the court to which attached.]	[Follow the court to which attached.]
Circuit and sessions houses in the North-Western Provinces.	The Registrar of the High Court, North-Western Provinces	The District and Sessions Judge
Circuit and sessions houses in Oudh.	The Judicial Commissioner, Oudh	The District and Sessions Judge.
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
<b>13. Jails—</b>		
Central Jails ... ..	The Inspector-General of Prisons.	The Jail Superintendent.
District Jails ... ..	The Inspector-General of Prisons.	The Jail Superintendent.
Lock-ups ... ..	The Inspector-General of Prisons	The Jail Superintendent.
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept	The Secretary to Government in ... ..	
<b>14. Police (including lock-ups and hospitals attached to police buildings).</b>		Commissioner

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head
<b>45. CIVIL WORKS, PROVINCIAL</b> —(continued).		
<b>14. Police—(concluded).</b>		
Residential buildings for which capital and revenue accounts are kept.	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
<b>15. Medical—</b>		
Lunatic asylums ... ..	The Inspector-General of Civil Hospitals.	The Superintendent
Hospitals and dispensaries (including all mortuaries not attached to local institutions).	The Inspector-General of Civil Hospitals.	The Civil Surgeon in charge.
Provincial laboratories ... ..	The Inspector-General of Civil Hospitals.	The Chemical Examiner.
Medical College and Hospital, Lucknow.	The Inspector-General of Civil Hospitals.	The Principal
Medical School, Agra.		
Residential buildings for which capital and revenue accounts are kept	The Chief Secretary to Government in the General department.	The Head of the department.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	
<b>16. Miscellaneous—</b>		
Provincial charitable institutions	The Commissioner of the division.	The District Magistrate.
Registration ... ..	The Inspector-General of Registration.	The Registrar of the circle.
Printing ... ..	The Secretary to Government in the Industries department.	The Superintendent, Government Press
Residential buildings for which capital and revenue accounts are kept	The Chief Secretary to Government in the General department.	The Head of the department concerned.
Residential buildings for which capital and revenue accounts are not kept.	The Secretary to Government in the department concerned.	

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head.
45. CIVIL WORKS, PROVINCIAL. —(continued).		
16. Miscellaneous—(concluded).		
Public Works department buildings:—		
(i) Residences for officers of the Public Works department.	The Secretary to Government in the Public Works department.	The Superintending Engineer.
(ii) Other Public Works department buildings	The Superintending Engineer.	The Divisional Engineer.
(iii) Inspection bungalows when not belonging to a road.	The Superintending Engineer.	The Divisional Engineer.
COMMUNICATIONS.		
(a) 1. Metalled Roads—		
A.—Bridged and drained throughout.		
B.—Partially bridged and drained.		
Renewals (collection and consolidation).		
Maintenance, etc. ...		
Bridges and culverts ...		
Inspection bungalows (b) and other buildings connected with the road.		
(a) 2 Unmetalled Roads—		
A.—Bridged and drained throughout.		
B.—Partially bridged and drained		
Maintenance, etc. ...		
Bridges and culverts		
Inspection bungalows (b) and other buildings connected with the road.		
7. Boat-bridges and Ferries (see M. 425, 426).	The Commissioner of the division	The District Magistrate.

(a) The classification of a road will not be altered until its conversion from one class to another is completed when it will be designated according to the classification it should then bear.

(b) Inspection bungalows when not belonging to a road to be classed under Civil Buildings—16. Miscellaneous—Public Works buildings.





## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head.	Local head
<b>LOCAL FUNDS.</b> (District Boards.)		
<b>CIVIL BUILDINGS.</b>		
<b>Administration—</b>		
District Board offices		
<b>Educational—</b>		
All schools other than High schools.		
<b>Medical—</b>		
Hospitals and dispensaries (including mortuaries attached thereto).	The Commissioner of the division.	The Chairman of the District Board
<b>Others—</b>		
Cattle pounds		
Veterinary hospitals		
Charitable institutions		
Public Works buildings (including inspection bungalows not belonging to a road).		
<b>COMMUNICATIONS.</b>		
<b>(a) 1. Metalled Roads—</b>		
<b>A.—Bridged and drained throughout.</b>		
<b>B.—Partially bridged and drained.</b>		
Renewals (collection and consolidation).		
Maintenance, etc.		
Bridges and culverts		
Inspection houses and other buildings connected with the road.		
<b>(a) 2. Unmetalled Roads—</b>		
<b>A. Bridged and drained throughout.</b>	The Commissioner of the division.	The Chairman of the District Board
<b>B.—Partially bridged and drained.</b>		
Maintenance, etc.		
Bridges and culverts		
Inspection houses and other buildings connected with the road.		

(a) The classification of a road will not be altered until its conversion from one class to another is complete, when it will be designated according to the classification it should then bear.

## CLASSIFICATION OF WORKS, DEPARTMENTAL AND LOCAL HEADS.

Classification.	Departmental head	Local head.
LOCAL FUNDS—(concluded).		
District Boards—(concluded)		
- 7 Boat-bridges and Ferries		
8 Accommodation for Travel- lers—	The Commissioner of the division.	The Chairman of the District Board.
Dak bungalows ...		
(b) Encamping-grounds ...		
Store dépôts and walls ...		
9. Arboriculture—		
(On local roads) ...	The Director of Land Records and Agriculture.	The Chairman of the District Board.
MISCELLANEOUS PUBLIC IMPROVE- MENTS.		
1. Improvements in Towns		
Town buildings, etc. ...		
(Includes town halls, public libraries, offices, rooms, city walls and gates, public parks and gardens and other general improvements of a local char- acter.)		
2. Markets and Ganjes		
3. Paving and Streets	The Commissioner of the division.	The Chairman of the District Board.
4. Lighting.		
5. Water-supply		
6. Sewage, Drainage and Pro- tective Works—		
Local drainage cuts ...		
Local bonds and embankments ...		
Local fencing ...		

(a) Regarding the maintenance of military encamping-grounds, see the note under 47.  
Military Works, Imperial.

## CLASSIFICATION OF WORKS. DEPARTMENTAL AND LOCAL HEADS.

**395.** The following are the detached lock-ups classed under the main head "Administration":—

Division	District.	Buildings.
Dehra Dun	Dehra Dun	Lock-up at Mussoorie.
	Dehra Dun	Lock-up at Chakrata.
	Saharanpur	Cantonment Magistrate's lock-up at Roorkee.
	Saharanpur	Lock-up at Roorkee.
	Saharanpur	Lock-up at Saharanpur.
Meerut	Meerut	Lock-up at Meerut.
Bareilly	Bareilly	Magistrate's day lock-up.
	Pilibhit	Lock-up at Pilibhit.
Naini Tal	Gairhwal	Magistrate's lock-up at Fauri.
	Kumau	Magistrate's lock-up at Naini Tal.
	Naini Tal	Superintendent of Tarai's lock-up at Naini Tal.
Lucknow	Lucknow	Lock-up at Lucknow.
Cawnpore	Fatehpur	Lock-up at Fatehpur.

26.

In the table of lock-ups in paragraph 395 P. W. D. annual of Orders add the following against the Gorakhpur Division:—

District	...	...	Gorakhpur.	<i>4/10/16</i>
Building	...	...	Lock-up at Gorakhpur.	ices

... of District Boards in the matter of public works is defined in paras 11 and 12 of Local Self-Government department notification no. 207-IX-82, dated the 28th March, 1916.

## Preliminary Estimates.

**397.** If administrative sanction has not been given and the work is urgent the collection estimate will be sanctioned by Government in the Public Works department with the approval of the authority who will accord administrative sanction.

M. 329 A.  
M. 702

## Supplementary and Revised Estimates.

**398.** An officer vested with powers of final sanction, as shown in M. 339, can also accord final sanction to a supplementary estimate for additions and extensions in connection with a project already sanctioned by him, provided that the aggregate amount of the original sanctioned estimate and of the estimate supplementary to it is within the extent of his powers of

C. 674.  
M. 330. 339  
C. 810.

### SUPPLEMENTARY AND REVISED ESTIMATES.

technical sanction, and does not exceed the amount of the administrative sanction by more than the limits fixed in M. 291.

**NOTE**—All supplementary or revised estimates in connection with buildings for residences of Government officials, however small in amount, require the sanction of the Local Government

C. 675.  
M. 831.

**399.** (I) A revised estimate is necessary when the sanctioned estimate is likely to be exceeded by more than 5 per cent., from causes due to, either,

(a) " . . . ntical work provided  
in different manner or

(b) any considerable development of a project which is not necessitated by the requirements of the original estimate.

M. 293

C. 836

(II) The revised estimate after having been approved by professional authorities and countersigned by the Head of the department concerned, who applied for the execution of the work, shall be finally sanctioned by the Executive Engineer, or the Superintending Engineer, according to the extent of their respective powers of sanction, provided that such sanction is not accorded to works of the classes restricted for sanction by the Local Government—M. 389-II (D).

(III) All revised estimates not within the Superintending Engineer's powers of sanction shall be forwarded to the Chief Engineer for professional approval and final sanction of the Local Government in the Public Works department.

**400.** Regarding the prosecution, at the commencement of a new financial year, of unfinished works of previous years in anticipation of an allotment of funds, see Q. 1875, M. 692.

### Standard Designs.

**C. 783. 786.**

M.313 (note).

**401.** All works must be constructed according to the standard designs fixed by the Government when such have been published ; and the sanction of Government should be obtained when any deviation from the standard is considered desirable.

### Progress Reports.

402. Every Sub-Divisional officer will submit quarterly to the Ex-  
form  
carried  
ance w  
cover

File no. 11B/  
8-M, notes  
pages 30 to  
35.

## PROGRESS REPORTS.

following the quarter to which the entries relate. The report is not intended to be submitted to the Chief Engineer.

**403.** A similar report on Local Works will be submitted in Manual form no. 26 by each Sub-Divisional officer quarterly to the Chairman of the District Board. The report should be prepared and circulated in the cover prescribed as Manual form no. 27 in accordance with the instructions printed on the form.

## Note Books.

**404.** The note book (General-P.W.D. form no. 5), should always be carried with the officer when on duty, and every entry is to be dated. C 791 to 793.

**405.** No intermediate page should on any account be torn out or entry erased or effaced so as to be illegible; a truthful record, rather than a neatly kept book, is desired.

**406.** The note books, when filled, should be filed in the Divisional Engineer's office.

## Work Establishment.

**407.** All appointments to the *work establishment* described in C. 795 and 796, should be made under the following principles:—

- (i) The person engaged is for bona fide employment on a specific work or group of works.
- (ii) The pay of the person entertained is determined on consideration of the circumstances that members so employed are not entitled to travelling or other allowances, except only the consolidated salary fixed at the time of employment.
- (iii) The employment on the work establishment carries no claim to pension.
- (iv) The authority sanctioning the appointment may, at his discretion, grant only privilege leave or leave on medical certificate to the extent permissible under C S R. 212 (a) and 336 (1), respectively, to an officer employed on work establishment, provided that no substitute is required, or his duties can be arranged for without additional expense.
- (v) The engagement will cease with the completion of the work or group of works, and may be terminated summarily for grave default on the part of the employé by the sanctioning authority, or otherwise at a month's notice by either party.
- (vi) All engagements must be made in writing on Manual form no 6 altered when necessary to suit the above conditions, which should be explained and agreed to by the person appointed, a copy being furnished to the Accountant-General by the sanctioning authority.

NOTE—(1) Temporary detached service from the permanent to the *work establishment* qualifies under the provisions of Article 376 of the Civil Service Regulations, if such service is under Government, and is paid by Government. [G. G. O. (P. W. D.) no. 1410E., dated the 21st December, 1906.]

NOTE—(2) All Public Works subordinates are prohibited from employing mates and coolies as their personal attendants, clerks and private servants and charging their pay to works. Any subordinates reported for resorting to this irregular practice will be severely dealt with.

This prohibition does not extend to the occasional employment of coolies for bona fide Government work, such as helping in measurements, surveys, taking messages out to road-gangs and road parties, etc. [Chief Engineer's circular no 2 P. W., dated the 20th January, 1914.]

B. R. file  
no. C48E,  
serial no  
22.

## WORK ESTABLISHMENT.

**408.** Work Establishment will be classed as follows :—

*Class I.*—Persons engaged on a salary of Rs. 100 a month or above but not more than Rs. 250 a month.

*Class II.*—Persons engaged on a salary below Rs. 100 a month.

C. 293 (u).  
C. 329 (j).

Superintending Engineers are empowered to select individuals to fill up posts under *Class I*, and Divisional Engineers under *Class II*, without reference to higher authority, to the extent of the specific provision in the sanctioned estimate.

C. 797

In the absence of specific provision in the sanctioned estimate the special sanction of the Chief Engineer for appointments of *Class I* and of the Superintending Engineer for *Class II*, must be obtained prior to each appointment, the name of the person whom it is proposed to appoint, being stated in the application.

C. 736 (3).

C 661.

**409.** Payment to a member of the work establishment for overtime work in any month may be sanctioned on special occasions by the authority who appointed him up to a limit of 25 per cent. on the salary earned by him during the month, provided always that the total payment to such employé for any one month does not exceed Rs. 250.

C. 796 (4).

**410.** Under no circumstances are members of the work establishment to be designated by any of the title recognised as departmental titles in chapter I of the Public Works Code.

F. 33

## Acquisition and Surrender of Land.

M. 537

**411.** The rules on the subject of the transfer or acquisition of land in cantonments or other land in charge of the Military authorities, and of the construction of buildings and other works in the vicinity of forts and cantonments will be found in Appendix 40.

C. 801.

**412.** The portion of the Land Acquisition Act (I of 1894) under which land other than Forest land, is taken up for the Public Works department, will be found in Appendix 36, referred to in M. 308.

C 799.  
C. 817.

The occupation of land should, when practicable, be so timed as not to lead to the destruction of standing crops.

C. A. C. 102.  
C. 804.

**413.** The mode of payment and audit of charges for land compensation are prescribed in the Board of Revenue circulars, extracts from which are given in Appendix 41.

C 1473.

NOTE—(1) On no account should compensation for acquisition or purchase of land and buildings be disbursed by the Public Works department (Executive Engineer) either direct or through the Collector, the disbursement should be made by the Collector and the charges adjusted

C. 662.

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Public Works

## ACQUISITION AND SURRENDER OF LAND.

**414.** In the case of rifle ranges to be constructed for the Police force, the cost of land is debitable to the Police department and that of the construction of the ranges to the Public Works department.

[G. O. (P. W. D.) no. 3492A/1136W, dated the 19th October, 1905.]

**415.** The draft of the declaration of intended acquisition prescribed in section 6 of Act I of 1894, should be submitted in accordance with the notes on Manual form no. 42.

**416.** The draft of the declaration of intended acquisition prescribed in section 6, and the plan prescribed in sections 7 and 8 of Act I of 1894, will be prepared by the Sub-Divisional officer (in consultation with the Collector of the district), the former in Manual form no. 42, and the latter in accordance with M. 417 and 418.

**417.** The plan will be prepared in duplicate and after signature by the Sub-Divisional officer and the Collector will be registered in the sub-divisional office *Register of plans*, the register number being endorsed on both copies. The draft of

M 308,  
App. 3G.

M. 256.

and the copy of Sub-Divisional work, who will be Commissioned the former for publication under section 6 of the Act in the Local Government Gazette and the latter for record in the department concerned.

Land required for any department will be published under the authority of the Secretary to Government in the department concerned.

NOTE.—In regard to acquisition of land required by District and Municipal Boards, all such applications by District Boards should be made to the Government in the Local Self Government department and by the Municipal Boards to the Government in the Municipal department [B. E. file no. 1836W., serial no. 1.]

**418.** Plans of land for roads, embankments, drainage cuts and the like, required in connection with the acquisition of land under M. 416, will (unless in special cases otherwise ordered) be drawn to a longitudinal scale of eight inches to the mile and a transverse scale of one inch to eighty feet. For isolated plots any convenient scale may be used, provided that the boundaries of the land to be taken up are clearly and correctly shown. The names of parganas, manzas, and villages the spelling of entries must, under M. 309 and C. 665, be invariably given in acres and decimals, or, in the case of small isolated plots, in square feet.

**419.** The local Public Works officers have no further duty to perform (unless called upon to give evidence) in connection with the acquisition of the land beyond taking over possession of the same from the Collector, and informing the

D.B.M., VIII  
page 311.



## ACQUISITION AND SURRENDER OF LAND.

Accountant-General under O. 1470, of the date on which possession is taken. This will be done by the Sub-Divisional officer in the manner, and at the time, prescribed in the following paragraph.

**420.** Before forwarding a copy of the completed award statement to the Chief Revenue authority, as prescribed in O. 1471, the Accountant-General will send the award statement to the Sub-Divisional officer, who after filling in, in the column provided for the purpose, the date or dates on which possession was taken of the various portions of the land and posting columns 3 to 6 of his *Register of land taken up*, will return the statement direct to the Accountant-General.

M. 423.

**421.** When any portion of the land to be acquired by the Public Works department lies within the limits of reserved forests, it is not necessary that a formal notification disforesting that land should be issued under section 26 of the Forest Act. An executive order of the Local Government transferring the land from the Forest department to the Public Works department is sufficient. To obtain this, an application for the land, with a plan of the same, will be prepared and submitted to Government in the Public Works department in the manner prescribed in M. 416, 417. On receipt of these the Public Works department Secretariat will communicate with the Revenue (Forest) department in view to the issue of the necessary orders placing the Public Works department in possession of the land. As soon as the Sub-Divisional officer receives possession, he will enter the date of his doing so in his *register of land taken up*, completing the entry in that register as prescribed in M. 423.

C. 799.

**422.** Whenever the Public Works department determines to withdraw from the acquisition of land in regard to which a declaration shall have been issued under section 6 of Act I of 1894, intimation to that effect shall be without delay furnished direct to the Collector by the Divisional or Sub-Divisional officer, a copy being at the same time sent to the Board of Revenue through the Superintending Engineer. On the land being relinquished, the necessary entries must be recorded on the plans and in the register of land taken up.

M. 423.

**423.** A bound "*Register of land taken up*" in Manual form no. 43 will be maintained in each sub-divisional (district) office Columns 1

M. 416, 417.

the declaration of  
the number and

M. 417.

forwarding the plan to the Chief Revenue officer of the district being at the same time quoted in column 8. Columns 3 to 6 will be posted from the copy of the *award statement* furnished by the Accountant-General, and column 8 will then be initialled and dated. In like manner, particulars of any land relinquished must be entered in *red ink*, below the last entry in the register.

M. 420

M. 422

## Detailed Plans of Land Acquired for Public Purposes.

**424.** When a district is under settlement, it is the duty of the Superintending Engineer to place himself in communication with the Settlement officer with the view to seeing that lands occupied by Government roads and buildings are correctly shown in the settlement records. It has been decided that the most effective means of ensuring the end in view is by having the boundaries of all Government land demarcated by a nick or *daghhel* (where permanent boundaries do not exist) a short time before the survey is made, and stones, to be shown in the maps and field books, fixed at defined points. In addition to this, a Public Works subordinate will be attached to the survey party to point out the boundaries of the lands, the subordinate deputed being a man on the permanent establishment.

Detailed instructions are contained in Circular no. 13-P. W., dated the 20th December, 1899, and Circular no. 3-P. W., dated the 11th October, 1900, which are printed in Appendix 42.

**NOTE.**—In regard to the lands occupied by the buildings and first class roads under the control of District Boards, the rules at page 311 of the District Board Manual should be followed.

## Ferries.

**425.** The basis of all rules and regulations for the management of ferries in the United Provinces is the Northern India Ferries Act (Act XVII of 1878) as amended by Act XIV of 1883, Act III of 1886, Act XII of 1891, Act VII of 1902, and United Provinces Act II of 1906, and this is printed in the District Board Manual, pages 329 to 350.

**NOTE.**—Conditions for ferry lease under the Public Works department are printed, Manual form no. 103. [M. 830]

**426.** The following schedule shows the ferries in the United Provinces, the immediate superintendence of which is vested in the officers of the Public Works department:—

Division.	District.	Name of ferry.	Officer in whom the immediate supervision is vested	Government notification and date
Meerut ...	Meerut ...	Garhmuktesar	District Engineer, Meerut	No. 46/IX-164, dated the 25th January, 1916.
Agra ...	Agra ...	Chambal	Executive Engineer, Agra Provincial division.	No. 242/XII-95E., dated the 8th February, 1907.
Moradabad	Bijnor ...	Raoli ...	Executive Engineer, Moradabad Provincial division.	No. 600/IX-122, dated the 27th July, 1910.
	Budaun ...	Katchlaghat		

M. G. O.,  
XVIII, 2478.

B. R. file no.  
1938W, sl  
no. 14.

## FERRIES.

Division.	District	Name of ferry.	Officer in whom the immediate supervision is vested	Government notification and date.
Bareilly ...	Bareilly ...	Sardarnagar-ghat	Executive Engineer, Bareilly Provincial division.	No 2323/XII, dated the 3rd October, 1900.
	Bareilly ...	Bahgul ...		
	Bareilly ...	Dojora ..		
	Shahjahanpur.	Lodhipurghat		
Farrukhabad	Shahjahanpur	Nibiaghat ..	Executive Engineer, Farrukhabad Provincial division	
	Farrukhabad	Ghattiaghat		
Farrukhabad	Farrukhabad	Bichpurighat	Executive Engineer, Cawnpore Provincial division	
	Banda ...	Chilla		
Cawnpore	Banda ...	Bhuragarh (Banda)	Executive Engineer, Allahabad Provincial division.	
	Allahabad	Daraganj		
Jhansi ...	Mirzapur	Narghat, Sundarghat	District Engineer, Mirzapur.	No. 400/XVIII, dated the 31st March, 1910.
	Jhansi ...	Goraghat	Executive Engineer, Jhansi Provincial division.	No 2323/XII, dated the 3rd October, 1900.
	Hamirpur	Jumnaghat ..		
	Hamirpur	Betwaghat ..		
Benares ...	Jalaun ...	Kalpi pontoon bridge	Executive Engineer, Benares Provincial division.	No 142/XVIII, dated the 13th January, 1915.
	Benares ...	Bajghat ...		
Gorakhpur	Gorakhpur	Birdghat ..	Executive Engineer, Gorakhpur Provincial division	No. 2323/XII, dated the 3rd October, 1900
	Gorakhpur	Bhowaparghat		
	Azamgarh	Dohrighat ..		

## Labour and Materials.

**427.** Divisional and Sub-Divisional officers are expected to be thoroughly conversant with, and to observe the rules for the supply of European stores given in Appendix 30 of Public Works department Code, volume III, referred to in C. 1232 and 756.

**428.** Packages containing English stores should be examined immediately on receipt and the duplicate packing

## LABOUR AND MATERIALS.

accounts with particulars of any loss and the cause to which it is attributed should be forwarded to the Director-General of Stores, India Office, London, without delay, so that they may reach him within six months from the date of the stores shipment to which they refer.

M. G. O.,  
XVIII, 2464.

If for any reason a packing account relating to stores, regarding which there is a complaint as to damage or shortage cannot be returned within that period, full particulars of such damage or shortage should be sent by letter to the Director-General of Stores, so as to reach him within six months of the date of shipment of the stores.

**429.** When an officer of the Public Works or of any other department carrying out work (including contribution works) under Public Works control finds it necessary to purchase in India articles of European manufacture [except as noted in M. 431], he must, *before incurring any liability*, obtain the sanction of the authority indicated in rule 13(b) of Appendix 30 of Public Works department Code, volume III, on an application prepared and submitted in duplicate on Manual form no. 44. Sanction when accorded will be endorsed on the application, which will be returned to the applicant, the duplicate being transmitted to the Accountant-General.

Examiner's  
circular no  
1V of 13-5-87  
and G. O. no.  
1457/XII—  
682B of  
18-9-93.

**430.** In order to enable the Local Government or other competent authority to accord sanction to the local purchases of European stores, particulars on the following points should be furnished.

File no. 16B/  
2-M, serial  
nos. 372 and  
375.

- (i) In the case of application for local purchases under rule 3(a) of Appendix 30 of the Public Works department Code, volume III, it must be stated in each case in the last column that the articles were with the firm in India from whom it was intended to purchase them at the time the application was made
- (ii) In the case of application for local purchases under rule 3(b) of Appendix 30 of the Public Works department Code, volume III, it must be stated in each case in the last column that the articles were with the firm in India from whom it was intended to purchase them at the time the application was made

tion

**431.** Raw materials and manufactured articles obtained from a Government dépôt or workshop, such as the Postal workshops at Aligarh, are exempt from the limitations of paragraph 2 of Appendix 30, Public Works department Code, volume III, i.e., they may be obtained without the previous sanction of the Local Government.

C. 1231 to  
1242.  
M 623

## LABOUR AND MATERIALS.

**432.** The attention of all executive officers of the Public Works department is invited to the orders of the Government of India on the subject of encouraging the purchase of articles locally manufactured or produced.

[P. W. D. Code, volume III, Appendix 30, rule 8, Schedule C, para. 11.]

## Iron Work.

**433.** In order that stores of European manufacture to be obtained through the India Office may be at hand when required, indents carefully prepared in accordance with rules 8 and 15 to 26 of Appendix 30, Public Works department Code, volume III, and the instructions printed on Manual form nos. 45 and 45A should be submitted in ample time (rule 9, Appendix 30).

C. 1235—  
1237.

Norm.—Indenting officers should take advantage of obtaining from the Ordnance Factory, Coimbatore, their supply of various sections of steel bars and rods manufactured by that factory. [G. G. O. (P. W. D.) no. 2211-2226M, dated the 25th November, 1912.]

**434.** The use of barbed wire fencing is considered objectionable, and ordinary galvanized wire fencing should, except under very special circumstances, be in preference employed.

## Explosives.

**435.** The Ordnance department does not maintain any reserve of gun-cotton for road-making purposes. Officers should therefore make independent arrangements for the supply of such explosives as they may require

C. 1238.

[G. G. O. no. 190M., dated the 10th May, 1892.]

## Jail Manufactures.

Judicial (Criminal) dept.  
Resolution

no.  $\frac{4}{VI-262B}$

dated 2-1-  
1896.

**436.** The Inspector-General of Prisons circulates annually at the beginning of each financial year, a list of the articles manufactured in the Jails in the United Provinces. In accordance with the orders promulgated in paragraph 4 of the Resolution marginally cited, all such articles as may be required for the public service must be obtained from Jails, and estimates should be framed on the basis of the rates supplied by the Jail authorities. Articles which the Jails are unable to supply may be obtained by tender in the usual way.

**437.** Bricks and tiles required by the Public Works department can obviously only be procured from Jails if the work is within a limited distance of the place of manufacture; where this is not the case, or if there is reason to apprehend delay in delivery of bricks and tiles, or if the quality does not appear to be up to the standard required, other arrangements may be made.

## JAIL MANUFACTURES.

**438.** Bricks manufactured in Jails for sale to the Public Works department should be of the size  $9'' \times 4\frac{1}{2}'' \times 2\frac{1}{2}''$ . The size of the mould will vary in accordance with the soil, but the inside dimensions will approximate to  $9\frac{1}{2}'' \times 4\frac{1}{8}'' \times 3''$ .

When bricks are procured from other sources, they should, unless for special reasons, be of the size now prescribed, which should be kept in view in designing works.

## Management of Convicts employed on Public Works.

**439.** The following rules for employment on extramural labour of prisoners confined in the Jails of the United Provinces, which chiefly affect the Public Works department, are extracted from chapter XXXVII of the revised edition (1915) of the Jail Manual (United Provinces) paragraph 991 :—

C. 814.

(1) Extramural labour means any labour carried on beyond the outer walls of the jail, even though it may be done on jail premises.

*I.—The kinds of extramural labour.*

(2) Prisoners are permitted to be employed on the following kinds of extramural labour only :—

*Class A.*—Work on jail premises and for jail purposes—

*Class B.*—Work beyond, but in the vicinity of, jail grounds, either for jail purposes, for the department of Public Works, or, under suitable arrange-

as kinds, when outside towns  
scale, so as to admit of a large  
number of prisoners being employed for some time.

(4) Before any work included in class B. is undertaken, the sanction of the Inspector-General of Prisons must be specifically obtained in each case in the subjoined form :—

Application for employment of prisoners on extramural labour.

Jail	Number of prisoners to be employed	Kind of extramural labour.	Distance from the jail where prisoners are to be employed.	Period for which the sanction asked for is to be in force.	Recommendation by the Superintendent.	Orders by the Inspector-General of Prisons, United Provinces

## MANAGEMENT OF CONVICTS EMPLOYED ON PUBLIC WORKS.

## V.—Special rules for gangs employed on large works.

13. The strictest jail discipline must be enforced in the gang; no talking must be allowed, and no forbidden luxuries permitted; in all respects, the rules which prevail inside the jail for the maintenance of discipline must be maintained.

14. The Jailer will be responsible for the work and discipline of the prisoners. He will have the entire management, and he will be held responsible that no abuses are allowed to creep in.

\* \* \* \* \*

## Accidents.

C. 325, 816.

**440.** On the occurrence of a serious accident to a public structure or to a line of communication by which traffic is much impeded, the Divisional Engineer (or in his absence the Sub-Divisional officer) should report it *by telegram* immediately to the Superintending Engineer (to the Divisional Engineer, if absent) and also to the Chief Engineer. This preliminary notice will be followed by a full report in writing, which the Divisional Engineer should send as soon as possible. The same time send a copy report should be of the accident and of the damage.

C. 818.

C. 325.

C. 495

File no. 142E,  
serial no  
40.

All fatal or total disablement accidents occurring on works to workmen employed by the Public Works department or contractors should also be reported to the Chief Engineer, it being stated in each case whether the workman was a Government servant (permanent, temporary or casual) and whether the case is one for a gratuity.

M 186.

## Completion Reports.

**441.** The following procedure should be observed in the preparation and disposal of the completion certificates, completion plans and completion reports of all original works and repairs carried out by the Public Works agency.

C 825

(a) *Completion certificates* in Code form nos. 45B and 45D will be prepared in the office of the Sub-Divisional officer, who will, after obtaining the signature of the local Head of the department concerned on the certificate, submit it with the completion plans to the Divisional Engineer.

C. 826.

(b) *Completion plans*, i.e., copies or prints of "record drawings" should be prepared in duplicate by the Sub-Divisional officer and submitted with the completion certificate to the Divisional Engineer, one copy for record in the divisional office and one in the office of the Superintending Engineer of the circle. In the case generally of works costing over Rs. 50,000 each,

Circular 6  
P. W., dated  
3-7-1915.  
[B. R. file  
no. 1784W]

## COMPLETION REPORTS.

and in case of residential buildings costing over Rs. 5,000 each, the Superintending Engineer's copy of the completion plans should be forwarded for record in the Secretariat office.

NOTE.—(1) *Record drawings*, i.e., plans of new works or of alterations to existing works corrected to show the work as actually constructed will be prepared and recorded in the sub-divisional office.

NOTE.—(2) *Drawings of details* need never form part of the completion plans but in works of any architectural significance and costing over Rs. 10,000, "drawings of details" might be included with the record drawings.

(c) *Completion reports* in Code form nos. 45A, 45C, or 45E, will be prepared from the register of works maintained in the divisional office and submitted along with the completion certificates and completion plans by the Executive Engineer to the Superintending Engineer of the circle.

NOTE.—(1) When Code form no. 45E is used for the completion reports of original works,

C 623.  
M 266,

C. 823, 824.  
C. 1292 to  
1300.  
A-G's Cir. 8-  
W M., dated  
18-5-1914.

C 1639.  
M. 96, 584.

A-G's Cir 8-  
W M., dated  
18-5-1914

M. 237.

442. kept by sub-heads under the provisions of M. 584-586 and C. 1290, or, if kept by sub-heads or items of work, unless it shows an excess of more than 5 per cent. over the estimate, the completion report is to be submitted in the monthly statement (Code form no. 45E), and that no details of outlay by sub-heads are to be demanded in the completion report. Note 1 on Code form nos. 45A and 45C clearly shows that neither of these forms are to be used in cases where the outlay has not been recorded by sub-heads or, if so recorded, has not been excessive.

443. Notice of completion (Manual form no. 46) should be given by the Divisional Engineer to the Departmental Head in the case of Provincial works.

34. Substitute the following for the first sentence of paragraph 444, P. W. D. Manual of Orders:—  
Buildings, bridges, or other important works, costing Rs. 50,000 and upwards, should be dealt with in accordance with the Manual of Orders, 1910.

Officers of the Superintending Engineer.

question, if open; otherwise to "establishment—contingent" and included in the contingent bill of the office incurring the expenditure.

This also applies in the case of photographs of archaeological buildings.



### COMPLETION REPORTS.

B. R. file  
no. 273 M

The sanction of the Superintending Engineer in all such cases is sufficient. Particulars in the following form (printed as Manual form no. 47) should accompany each photograph forwarded to the Chief Engineer :—

Name \_\_\_\_\_

Division \_\_\_\_\_

District \_\_\_\_\_

Locality \_\_\_\_\_

By whom designed \_\_\_\_\_

By whom constructed { Executive Engineer \_\_\_\_\_  
District Engineer \_\_\_\_\_

Year of completion \_\_\_\_\_

Cont. \_\_\_\_\_

Rate per superficial or lineal foot \_\_\_\_\_

Remarks \_\_\_\_\_

**C. 625.**

**M 313. 315.**

**445.** The completion drawings of any important work should be prepared in accordance with the instructions for preparing drawings in line for reproduction by the photo-mechanical process. The drawings should be submitted on rollers; they should on no account be folded.

### Topographical Statistics.

C. 827.

E. R. file  
no 93W.A.,  
page 105 of  
notes, also  
file no. 85  
W, serial no.  
610.

**446.** The information required by the Survey department varies in respect of the description of maps used and will be supplied annually, at one time, in the following manner :—

(A) Revenue Survey maps (uncoloured) printed on paper;  
Scale 1 inch=1 mile. [C. 691-693.]

[illegible]

## TOPOGRAPHICAL STATISTICS.

with the following stencilled or printed in bold characters on the face of the skeleton tracing and the back of the last map of the series (so as to be visible when rolled up):—

TO BE RETURNED DIRECT BY THE MAP PUBLICATION OFFICE, CALCUTTA, TO THE EXECUTIVE ENGINEER, NAINI TAL PROVINCIAL DIVISION, NAINI TAL (or whatever division it is).

(ii) T

(iii) The financial year under review will be interpolated in the following manner:—

(iv) Metalled roads newly constructed will be shown by two red-lines, the upper thin and the lower thick, thus                     .

(v) Unmetalled roads newly constructed will be shown by two thin red lines, thus                     .

(vi) When the conversion of an old unmetalled road into a metalled road is shown, a thick red line

(vii) a narrow strip of white paper will be neatly pasted over the lines indicating the metalled road and two thin red lines drawn on it to mark the change.

(viii) New roads under construction, but not completed during the year, will be clearly shown by dotted red lines.

(ix) Gr

(x) Th

Chief Engineer.

to the Executive Engineer of the division.

(xiii) As soon as he receives his maps back, the Divisional Engineer will carefully ink over in black the red ink entries of the previous year.

(xiv) The maps will then be ready for the next year's entries, the works newly completed being then entered in red ink, the uncompleted works being posted to date in pencil. This procedure will be continued in succeeding years.

(xv) The red ink entries on the maps should agree accurately, as regards projects completed during the year, with the entries of projects

## TOPOGRAPHICAL STATISTICS.

## (B) Maps on the new style printed in several colours

These will be maintained for each division in the manner prescribed and submitted in accordance with the above rules subject to the following special instructions in modification of rules (i) to (viii) above.—

- (a) The additions and alterations to roads completed in the financial year under review should be shown in prussian blue in their respective symbols, detailed at the foot of the maps. Additions and alterations to roads not completed need not be reported at all.
- (b) A brief description of the additions and alterations completed should be prepared, sheet by sheet, sufficiently clear to allow of easy identification by the Survey department. Such description should refer to the squares on the maps in which the additions and alterations occur, by quoting the marginal red letters and numbers.
- (c) As soon as he receives back these modern maps from the Survey department, the Divisional Engineer will carefully ink over in vermilion colour (not red writing ink) the blue entries of the previous year.
- (d) The maps will then be ready for the next year's entries, the works nearly completed being then entered in prussian blue. The procedure will be continued in succeeding years.

[Superintendent, Map Publication office, Survey of India, Calcutta, letter no. 700-D-415, dated the 31st October, 1910. B. N. file no. 83W, serial no. 510.]

## Civil Works.

**447.** The rules in C. 828 to 846 though headed "Civil Works—Imperial" are also generally applicable to "Provincial" and "Contribution works" carried out by the agency of the Public Works department except as otherwise ordered in this Manual.

NOTE.—The rules relating to Local works (District Boards) are contained in chapter VIII of the District Board Manual.

C. 828 to 847.

M. 453, 664,

685

C. 1943, 1947.

**448.** The construction and repair of Imperial, Provincial, and Contribution buildings and works are, with the following exceptions, carried out through the agency of the officers of the Public Works department, unless otherwise ordered in specific cases by the Local Government. The exceptions are—

- (a) Jail works costing over Rs. 2,500 when executed by the agency of the Jail department under the rules laid down in M. 453 to 484.
- (b) Works under the administrative control of the Director of Land Records and Agriculture, each costing over Rs. 2,500, but not exceeding Rs. 5,000.

NOTE.—In the case of following departments the Local Government has sanctioned the execution by Civil officers of works of petty construction and repairs not exceeding Rs. 2,500 each, the charges being adjusted as contingent expenditure of the department concerned.—

(1) Land Records and Agriculture.

(2) Jails.

(3) Police.

This does not include residential buildings for which capital and revenue accounts are kept up by the Public Works department.

- (c) The maintenance of the intra-municipal and intra-cantonment portions of certain 1st class roads which is executed by the agency of the respective Municipal Boards and Cantonment Committees. The provision for these items is entered in the Provincial budget estimate under the heads "intra-cantonment agency," and "intra-municipal agency," respectively. The Public Works department has no concern with the preparation or sanction of estimates for such works or their execution. [For further rules regarding these works, see M. 405.]

## Disposal of final fair projects.

**449.** The following procedure will be adopted in the case of new works or additions required by the Civil authorities, whether Imperial or Provincial, the cost of which is not likely to exceed Rs. 200 :— C. 835.

I.—The requisition will be made in Code form no. 8A (which can be obtained from the nearest Public Works department office), either by the officer for whose convenience the work is required, or, at his request, by the Sub-Divisional officer, who will record, or cause to be recorded, on the face of the requisition, a description and short specification of the work to be done, and a rough estimate of the probable cost.

II.—The Sub-Divisional officer, after framing the requisition and getting it signed by the officer at whose request it was prepared, will submit it to the Divisional Engineer for disposal.

NOTE.—In respect of Local works, the procedure laid down in paragraph 19 of Local Self-Government department notification no. 207—IX-53, dated 25th March 1916 *shall be followed.* E.

III.—If the work is one coming under the Divisional Engineer's powers of sanction, vide M. 389 and if he approves of it, he will sanc-

tion sanction it, he will countersign and send it to the officer at whose request it was prepared for transmission to the Local Head of the department to obtain sanction under M. 389. It

V.—

2,500 each,  
and revenue

(i) Land Records and Agriculture.

(ii) Jails.

(iii) Police.

**450.** If the work be likely to cost more than Rs. 200 the following course must be observed :— C. 836.

I.—The procedure in regard to Provincial and Imperial works likely to cost over Rs. 200 will be similar to that laid down in M. 301 to 329.

II.—In all other cases when an officer or a public body desires to engage the services of the Public Works department for the execution of a public work or for the preliminary investigations and estimates connected therewith, the matter must, before application is made to the Public Works department, be referred to the Head of the department concerned, and the procedure laid down in M. 274 onwards must be followed.

**451.** The rules governing the preparation and submission of estimates for ordinary repairs are given in M. 336 to 358 and C. 707 to 735. These rules apply to all ordinary repairs under the heads Imperial, Provincial, Local, and Contribution, under Public Works control, by whatever agency they are carried out. C. 837.

## Projects for repairs.

**452.** Any special requirement of the Civil authorities in the way of such repairs as are carried out by the agency of the Public Works department should be dealt with as in C. 837.

## PROJECTS FOR REPAIRS.

**453.** If the requirement of the Civil authority is for a repair of a class which is carried out by one of the other agencies detailed in M. 448 application should be made by the Civil authority to the local representative of the agency concerned.

**454.** A list of the authorities empowered to sanction the various classes of repair estimates is given in M. 390.

**455.** C. 838, 839 are modified by the rules regarding the preparation and submission of the monthly list of sanctions given by Superintending and Executive Engineers and Military authorities in the circle in Code, form no. 48, which are detailed in M. 102.

C. 288, 323  
M. 328

C. 842  
D. B. M. VIII,  
20.

**456.** The Chairman of the District Board should be informed by the Sub-Divisional officer immediately any work under the administrative control of a Board is suspended by order of an officer of the Public Works department.

[Local Self-Government notification no 207—IX-82, dated 28th March 1916, paragraph 23]

C. 845, 846.

**457.** It is the duty of the Sub-Divisional officer to afford all information and explanation in his power to a Civil officer if the latter objects to any entries in a document presented to him for signature.

## Works executed by Civil agency.

C. 847.

M. 448, 664,  
665.

**458.** The classes of works which pass through the Public Works department accounts, but the execution of which by agency, other than the departmental executive establishment has been sanctioned by the Local Government are enumerated in M. 390 and 448.

C. 1467.

The additional orders laid down by the Local Government in respect of Jail works are set forth in the following paragraphs.

## Execution of Jail works.

C. 847

**459.** For the rules regarding the preparation and disposal of projects, costing more than Rs. 2,500 each, for original Jail works—see M. 316 to 320

**460.** The following rules which concern the Public Works department in respect of the execution of Jail works by the agency of Jail department, are extracted from chapter XLIV, Jail Manual, United Provinces (1915).

\* \* \* \* \*

1155. It is the desire of Government that every Jail work which can possibly be undertaken by the Prison department should be done by that department, and that the department of Public Works be called upon to carry out only such works as require scientific management

1156. The Jail should be open at all times to the inspection of Superintending and Divisional Engineers of the Public Works department. Under departmental rules Divisional Engineers are expected to record once a year a general account of the condition of every jail in their division, a copy of

C. 830.

## EXECUTION OF JAIL WORKS.

which is sent to the Superintending Engineer and the Superintendent of the Jail for transmission to the Inspector-General of Prisons. Superintending Engineers are required to forward each quarter a return in their annual reports, and are authorized to make such arrangements as may be necessary for the progress of the works.

1157 The Public Works officers are at hand for the purpose of assisting the Prison department when in difficulties.

1158. The Government earnestly desires that the Prison and Public Works departments should work together harmoniously.

1159. The Inspector-General of Prisons, who is the Provincial Head of the Jail department will, with some special exceptions to be determined by him in consultation with the Chief Engineer, execute all works and repairs under the head Jails, through the agency of Jail superintendents. The following rules detail the special procedure to be adopted on account of public works executed by Jail agency :—

(a) All jails are under the same system, in respect to control and inspection by the Public Works department as other civil buildings.

(b) Pr

same budget.

(c) The construction and repairs of jails are carried out as far as possible by convict labour under the orders of Jail superintendents; but this does not absolve the Public Works department from the responsibility

mence the construction of such works.

(d) It will be the duty of both Superintending and Executive Engineers to inspect any jail work in hand, the reports thereon being sent to the Inspector-General of Prisons for his remarks and orders.

(e) In matters of constructive detail and expenditure on such the superintendents of jails are to consider themselves as subject to the orders and instructions of the Superintending Engineer in the same manner as an Executive Engineer would be; and are strictly to attend to such instructions as they may receive from him on occasions of inspections.

## EXECUTION OF JAIL WORKS.

**461.** Under the rules contained in resolutions 1155 and 1159

works the estimates for which were prepared by the Public Works department. In cases when such works are large or important, they should be regularly inspected by the Sub-Divisional officer, and the jail should also be periodically visited by the Divisional Engineer.

Jail Manual  
(1915), para.  
1115.

**462.** Quarterly progress reports of works costing above Rs. 2,500, executed by the Jail department, will be submitted to the Superintending Engineer of the circle concerned by the Inspector-General of Prisons, United Provinces.

**463.** A Sub-Divisional officer is not concerned with any public works which are being carried out within the precincts of a jail or by the Jail department, unless specially deputed by the Divisional Engineer to visit the Jail for the purpose of advising the superintendent, or of preparing an estimate, or of reporting to the Divisional Engineer on any professional matter, or to carry out work under the provisions of rules quoted in M. 460.

C. 1498.  
M. 319.  
M. 441.  
M. 650

**464.** The value of convict labour employed on Jail works carried out by the Public Works department, is not to be charged to the Public Works department, the value of such labour is excluded from budget estimates, and is shown *separately* in all estimates and completion reports.

C. 1507  
C.A.C.,  
95-IV-1.  
M. 319.

The value of convict labour employed in the manufacture of materials for other Public Works will be charged to the Public Works department and adjusted by book transaction.

## Intra-municipal and Intra-cantonment roads.

C. 847

**465.** By Resolution no. 1 (Financial department), dated the 1st January, 1883, the maintenance of sections of certain first class roads lying within municipal or cantonment limits was transferred from the agency of the department of Public Works to that of the Municipalities and Cantonments, respectively, interested along with annual subsidies sufficient to cover the average cost of repairs and renewal [vide clause (c) of M. 448].

M. 471.

**466.** The amount of the subsidy in each case is fixed on the average cost of the maintenance of the *whole* road in the district with the sanctioned *normal* width of metal [vide M. 351]. Should a Municipal or Cantonment Committee wish to maintain a greater width of metal, or to spend more money on the maintenance within their boundaries, they are at liberty to do so; but this extra outlay will be a proper charge against their own revenues, not against those of the Province.

**467.** It is expected that subsidies will be properly expended for the purpose for which they are given, and that Government will get a fair return for its money. It will be the

## INTRA-MUNICIPAL AND INTRA-CANTONMENT ROADS.

duty of Commissioners, Superintending Engineers, and Divisional Engineers to bring to the notice of Government, through the Chief Engineer, any instance in which they consider the roads in question are being neglected or the repairs badly done.

**468.** The orders of the Government of India, Military department, in regard to the incidence of the cost of construction, improvement and maintenance of roads in cantonments which are administered under the Cantonments Act (XIII of 1889) will be found in Appendix 43.

**469.** A certificate (Manual form no 29) as to the state of maintenance of the portions of Provincial and Local roads in his district which are maintained by Municipal or Cantonment agency will be submitted by the Sub-Divisional officer to the Divisional Engineer annually by the 30th November. The Divisional Engineer will submit a certificate for his division to the Superintending Engineer for information by the 2nd January.

**470.** To prevent misunderstanding as to what are the intra-municipal and intra-cantonment portions of the roads in question, proper boundary marks should be erected, showing where each road enters a Municipality or Cantonment.

**471.** Regarding the principle to be observed in respect of maintenance of sections of certain first class roads lying within municipal or cantonment limits the instructions issued in Local Self-Government department resolution no. 335/IX-35, dated the 1st April 1893, are reproduced for guidance:—

G.O. no.  
C-2820-B, R.  
and  
no. C-3373-  
B.R. of 1893

P.W.D. circular/ no.  
12-P.W., dated 13-5-1893.

(2) It has been brought to the notice of Government that in many municipalities the board has transferred to the board has have either been neglected or, at the instance of the Public Works department

(3) The Lieutenant-Governor is willing to allow other boards and cantonments of the roads to transfer repair, or the Engineer the amount estimated to put it into proper repair. Transfers arranged under these orders should take effect from the 1st April of next or of any succeeding years.

(4) In cases in which a board or cantonment committee has for local roads since it was made over, a Works department will be that to be received for the maintenance of the Works department a sum sufficient account of the increased width of the metalled.

†Note.—Such payments will be arranged in accordance with M. 473.



## INTRA-MUNICIPAL AND INTRA-CANTONMENT ROADS.

File no. 12B/  
10 (Luck-  
now), serial  
no. 59.

**472.** It has been decided that it is advisable to make a formal reservation of all Provincial and Local roads, both those already in existence and those which may hereafter be made. Accordingly the Government under section 116 of the United Provinces Municipalities \*Act, 1916, specially reserves from vesting in and belonging to Municipal Boards all "Provincial" and all "Local" roads which lie within Municipal areas, by whatever agency they are maintained.

## District Boards' works.

G. 847.

**473.** The classes of works placed under the control of the District Boards, and carried out by their agency, are defined in M. 663. The extent to which the Public Works department is concerned with them is laid down in the following paragraphs:—

*Preparation of projects.*—\*D.B.M., VIII—10, 12.

*Professional approval of projects*—\*D.B.M., VIII—11, 15.

*Exhibition of budget allotments.*—D.B.M., IV—12, 13, 14.

*Execution of works*—\*D.B.M., VIII—18

*Inspection of works.*—M. 474

\* As amended by Local Self-Government notification no. 207/IX—82, dated the 18th March 1916.

G. O. no.  
1918-20W.A.,  
dated 11-11-  
1918.

**474.** It is of importance however that full advantage should be taken of the journeys made by Public Works officers for the purpose of inspecting the bridges on unmetalled roads. District Engineers and Surveyors should therefore report to the Chairman of the District Board on the state of these roads. The report should give, in such detail as may appear to the Superintending Engineer necessary, a description of the condition in which the road is found to be at the time of inspection, and should state whether the repairs have been carried out in a satisfactory manner.

## Contribution works.

O.861.  
M.274.

**475.** (I) All works of a public nature, required by public bodies, trustees or administrators of public funds and private individuals, for the construction of which they have undertaken to contribute funds, when sanctioned by the Local Government for execution by the agency of the Public Works department are called *Contribution works*.

(II) Works of the following classes are treated as "Contribution works":—

(a) Works of local bodies, for the construction of which grants have been made by Government, when such works are executed by the agency of the Public Works department.

(b) Municipal works, the execution of which is entrusted to the Public Works department.

G 1802.  
B. R. 616  
no. 79A, serial  
no. 1.

## CONTRIBUTION WORKS.

(c) Works of other local funds, such as—

*Cantonment Funds; Town and Bazar Funds; Education Fund (comprising the Canning College Funds, the Lyall Collegiate School Fund, and the Colvin Institute Fund); Medical and Charitable Funds (comprising the Dispensary Fund, the Cantonment Dispensary Fund, the Charitable Refuge Fund and the Sadabarar Fund); Court of Wards Fund; the \*Coolie Fund, Almora; the \*Rasad Fund, Naini Tal; and the \*Agency Fund, Garhwal.*

\*B R. file no.  
79C/5-1,  
notes page 5.

*Exception—(1). District Boards' works are treated as Local Fund works and are dealt with in accordance with the rules contained in the District Board Manual. [C. A. C. 1376, 1384F; C.1775 (note) ].*

D. B. M.  
VIII, 18.

*Exception—(2). All Imperial or Provincial works, when earned out partly from funds provided in the Public Works budget estimates and partly from funds contributed by public bodies or private individuals are treated as public works. [C. 562, M. 389].*

**476.** The execution by the Public Works department of all "Contribution works" shall be carried out in strict accordance with the rules laid down in C. 864.

C.861, 864,  
1803.

*NOTE.—(1) These conditions shall not apply to the construction of small agricultural channels,*

*in connection with the  
the Martin Charities*

## Churches and cemeteries.

**477.** (A) Prior to 1st April, 1904, all cemeteries were classified and the debit of expenditure in connection therewith defined thus:—

C. 867.

(i) Cemeteries in Military cantonments under the charge of the Military Works department.

*Imperial—Civil Works  
Ecclesiastical—Burial Grounds.*

(ii) Cemeteries other than those of class (i) under the Local Government of the province.

*Provincial—Civil Works  
\*Ecclesiastical—Burial Grounds.*

P. W. D.  
Code (5th  
edition) 1886,  
vol. I, chap.  
IX, paras.  
46 and 83;  
also App. M,  
annexure A,  
para. 1, page  
CXXIX.

\* All closed cemeteries were transferred by the Local Government to head "Minor departments—Monuments" with effect from the 1st April, 1901.

(B) Since 1st April 1904, under the terms of the Provincial settlement with the Local Government, United Provinces, the classification of "Ecclesiastical" buildings as well as the incidence of cost has been modified, thus—

G. G. O.  
(Fin. and  
Com.) no.  
1858A, dated  
19-3-1904.  
[Fin. file no.  
818, serial no.  
16.]

(i) Cemeteries in charge of the Military Works Services.

*Imperial—Civil Works.  
Ecclesiastical—Burial Grounds.*

[A. B. L. vol. III (1910), article 303, C. 829, note(d) ]

(ii) Cemeteries in charge of the Local Government—

(a) Cemeteries and tombs attached to Government Churches.

*Imperial—Civil Works.  
Ecclesiastical—Burial Grounds.*

C. 829 (item  
22).

## CHURCHES AND CEMETERIES.

- (b) Cemeteries and tombs  
not attached to Govern-  
ment Churches.

Provincial—Civil Works.  
Ecclesiastical—Burial Grounds.

G 867 I.

[G. G. O. (Fin) no. 7235A, dated the 31st December 1906. B. R. file no. 46A, serial no. 230]

Government of India, Government of the Local

C 1508.

[G. G. O. (P. W. D.) no. 524B-II, dated the 29th March 1915. B. R. file no. 1813W, serial no. 37]

**478.** The rules relating to cemeteries and churches affecting projects for original works and sanction to expenditure in excess of permissible grant, are as follows:—

(i) Cemeteries—Part I, Rule 2 (clause 5)—appendix 10, Public Works department Code, volume III.

(ii) Churches—Part V, Rules 2 and 23A, appendix 10, Public Works department Code, volume III.

M 343

NOTE—(1) For the maintenance of an accurate record of expenditure on churches in charge of the Public Works department the following information shall be carefully entered in the Register of churches (Code form no. 137):

- Capital value of Church with out-offices
- Amount of contribution (private)
- Government grant
- Maximum grant permissible.
- Cost of subsequent additions or alterations.

NOTE—(2) An authenticated extract from this Register shall invariably be submitted with estimates for works in connection with churches.

**479.** The sanction of the Government of India should be obtained to all additions or alterations to churches whether the cost is met from public or private funds, except in cases governed by Rule 23A of part V, appendix 10, Public Works department Code, volume III.

M. 286.

[G. G. O. (P. W. D.) no. 506B, dated the 8th May, 1912. B. R. file no. 1727W. A proceedings for June, 1912.]

**480.** Applications for compensation for sittings for Protestant and Roman Catholic soldiers or State Railway servants for whom church accommodation has not been provided by Government, supported by certificates from the Officer Commanding the Station or the Agent of the Railway declaring the number of soldiers or State Railway servants and their families for whom accommodation has been obtained, shall be forwarded by the Superintending Engineer to the Local Government for sanction to the payment of the amount claimed, and a formal appropriation of funds, if adequate provision has not already been made under part II of the Imperial—Civil Works budget for the year. A copy of the order sanctioning the payment of the compensation shall invariably be sent to the Accountant-General.

NOTE—These rules do not however apply to churches where the Military Works department exists, as in such cases the compensation for soldiers' sittings will be paid by that department.

[G. G. O. (P. W. D.) no. 39 A. G., dated the 23rd February, 1908.]

**481.** A list of cemeteries in the districts in the United Provinces will be found in Appendix 34.

Code vol III,  
App. 10,  
Part II,  
rules 34–49.

M 286.  
Code App.  
of Annexure  
I, part 1 (6).

## CHURCHES AND CEMETERIES.

**482.** The following procedure based upon the instructions issued by the Government of India shall be strictly observed in respect of (a) maintenance of church compounds, and (b) planting of trees and shrubs in cemeteries and keeping the same in decent order:—

(a) *Church compounds*—The work to be done and paid for from the

**NOTE.**—The outlay on operations having for their object the ornamentation of the compound shall be met otherwise than from State funds.

[G. O. (P. W. D.) no. 2240B, dated the 22nd December, 1909. B.E. file no. 30B—19A, serial no. 18.]

(b) *Cemeteries*—The work to be done and paid for from the

in order to cover the entire cost of the establishment.

[G. O. (P. W. D.) no. 247B, dated the 3rd April, 1912 B. E. file no. 30B—19A, serial no. 16.]

(ii) When however, it is necessary to employ bullocks for the purpose of watering trees and shrubs, the cost of the upkeep including the pay of attendants, shall be treated as a legitimate charge against the Public Works repair grant.

[G. O. (P. W. D.) Circular no. 2 P. W., dated the 24th February, 1913. B. E. file no. 30B—19A serial no. 18.]

**NOTE.**—The extent of the work required to be done at Government expense in preserving trees and shrubs in a cemetery in decent order is defined in the note under paragraph 4, annexure A, appendix 10 of Public Works Department Code, volume III.

## Sanitary Rules on extensive works.

**483.** No special rules have as yet been drawn up by the Local Government under this paragraph, except in regard to Relief Works, for which detailed rules are laid down in the Famine Code.

C. 80  
G. O.  
3679-871  
date  
17-11-1

## Railway crossings.

**484.** When a line of railway is first constructed the railway is bound to provide and afterwards maintain at its own cost required for the construction of a new an existing road the entire original cost of realignment of road will be borne by the Railway, as regards future maintenance the obligations devolving on the Railway will be limited to the portion within its own boundaries.

G. O. no.  
(V—1  
3679-871  
date  
21 9-18

## RAILWAY CROSSINGS.

Railway  
Board's no.  
1630R C.,  
dated  
12-6-1913  
B. R., file no.  
225R, serial  
no. 18.  
M, 118.

**485.** Before any new crossing is constructed or an old one altered, the authority in charge of the road should invariably be consulted as to the suitability of the proposed dimensions, etc., and in regard to the method of carrying out the work in so far as road traffic is affected. Any infringement of this order should promptly be brought to the notice of Government.

The Chairmen, District and Municipal Boards, are the local authorities in charge of Local and Municipal roads, respectively, and the Superintending Engineers the local authorities for Provincial roads (including intra-cantonment and intra-municipal portions).

Superintending Engineers should invariably consult the Cantonment and Municipal authorities regarding intra-cantonment and intra-municipal roads, respectively, and refer all cases relating to alterations necessitated on Grand Trunk roads to the Chief Engineer.

**486.** Expenditure on account of the maintenance of approaches to level crossings, when on lines of road, will be included in the budget grant and estimate for the road repairs. When not on lines of road, separate budget provision and estimates will be required.

Files nos.  
4096W, A  
and 37.

**487.** The following gradients have been fixed for approaches to crossings over railway:—

- (i) On roads but little frequented a gradient of 1 in 30 (a).
- (ii) On main roads or roads in the neighbourhood of towns not less than 1 in 40 (b).

(a) On 2nd, 3rd, 4th and 5th class roads. } B. R. file no. 548W.,  
(b) On first class metalled roads. } notes page 12.

## Combined railway and road bridges.

**488.** The following conditions for the use of the combined railway and road bridges on the *Delhi, Dacca and Central India Railway, including the limits of the United Provinces*, were proposed by the Agent and accepted in G. O. no. 85—C.822-W.A., dated the 16th February, 1893:—

- (i) The control of the railway and road bridges shall be vested in the hands of the Railway Administration.
- (ii) The railway traffic shall at all times have priority of right to the use of the bridges, the arrangement for the use of the bridges by cart and other road traffic being made as convenient as possible, subject to this condition.
- (iii) Before closing the roadway of any bridge for repairs, the Railway

### Railway feeder roads.

**489.** The liability of railway administrations to construct and maintain roads of approach to railway stations, level-crossings, etc., is limited to roads only within railway boundaries.

**490.** The cost of construction and maintenance of all new roads leading to railway stations, etc., will devolve upon Provincial or Local funds.

**491.** If the road of approach does not exceed about one mile in length, and is not part of a local *through* road, but serves only to place the railway station in communication with an existing Provincial road, it will be treated as a part of that Provincial road. In all other cases it will be considered to be a Local, or part of a Local road.

**492.** The question of the actual construction of such roads will be dependent on funds being available, and on the relative importance of the roads in question as compared with other Provincial or Local works under construction or required at the time.

**493.** The cost and charge for maintenance of roads of approach to railway stations, etc., already existing, by whomsoever constructed, will devolve on Provincial or Local Funds under the ruling of M. 484.

### Passage of drainage water across a railway or road.

**494.** Extract from the Manual of Orders, Public Works  
United Provinces (second edition.

dures regarding the construction and maintenance of works required or provided for the passage of drainage water by means of an artificial cut across a railway or road.—

I—When new works are required—

(a) when it is proposed to cross a railway, the railway authorities should be written to for a design and estimate of the cost of the work. To enable them to supply this, the following information should be given:—

(1) General scope of proposed scheme.

### THE WORK.

(b) When a road has to be crossed, a design for the proposed work should be prepared and submitted for approval to the Executive Engineer of Provincial division, or the Chairman of the district board, in whose charge the road is. At the same time the necessity of the work should be explained, information being given as to the probable volume, and in the case of a causeway the depth of water to be passed across the road.

11.—The cost of a new work will be chargeable to the source providing the funds for the scheme, and should be included in the general estimate.

### III. *Conclusions*

G. O.  
1525B.  
dated  
25.4.18

### PASSAGE OF DRAINAGE WATER ACROSS A RAILWAY OR ROAD.

latter. Executive Engineers will however be responsible that they bring to the notice of the railway authorities any damage that may have been caused, or will be likely to occur, by the action of water passing through any work through which a drainage cut is passed.

IV.—When it is intended to make use of any existing work, the officer preparing the project should, before submitting his estimate for sanction,—

(a) in the case of a railway, furnish the Railway authorities with the same information as is required in the case of a new work, and obtain their consent to the work being utilized as proposed, and an estimate of the cost of any alterations or protective measures that may be necessary to make it fit to carry the drainage water to be

made use of, the authorities be consulted and their approval what measures it is proposed to carry out to protect the work from the action of the water to be

of railway culverts, the repairs being carried out by the Railway authorities, but in the case of road bridges by the Irrigation branch officers

#### Rules for constructing bridges over canals.

B. R. file no  
646W.

**495.** The width of roadways on canal culverts and bridges should be determined by the following rules :—

Class of roads	Width between kerbs of bridges or top width of roadway at culverts	
	Ordinary.	Special.
<i>I.—1st class metalled roads.</i>		
(i) Up to 6' span ...	Full width (30 feet) ...	30 feet
(ii) 7' to 10' span ...	24 feet ...	30 feet.
(iii) Above 10' or a number of spans	16 feet ...	20 feet.
Gradient of road approach—1 in 40.		
<i>II.—2nd class district roads.</i>		
(i) Up to 6' span ...	24 feet ...	Full width (30 feet).
(ii) Over 6' span ...	16 feet ...	20 feet.
<i>III.—3rd, 4th, and 5th class district roads.</i>		
Irrespective of span ...	12 feet ...	16 feet.
Gradient of road approaches—1 in 30.		
<i>IV.—Occupation or village roads.</i>		
Irrespective of span ...	10 feet ...	10 feet

## Arboriculture.

**496.** The management, care, and control of the trees, shrubs, grass, etc., in the compound of a Government building devolves on the department occupying or in charge of the building.

M. Arbori-  
culture,  
para. 5

**497.** There is no prohibition to the work of planting trees, shrubs, and grass in the compound of a Government building being carried out by the Public Works department as an original work, but once this has been completed, the responsibility for maintaining them will be with the department occupying the building.

G. O. no.  
1536/1438-  
W, dated  
the 19th  
June, 1912.

**498.** (I) Arboricultural operations on Imperial and Provincial lines of road, and the care and disposal of the grass within the boundaries of Imperial and Provincial roads, are solely under Public Works control and are carried out by the agency which maintains the road or portion of it with which they are connected.

M. Arbori-  
culture,  
para. 3.

(II) The following orders apply in the case of those portions of roads which pass through municipalities or cantonments :—

M. Arbori-  
culture,  
para. 4.

- (a) where arboriculture has hitherto been in the hands of municipal boards or cantonment committees no change in the management will be made. No contribution will be paid by the Public Works department on account of management of the trees, unless in any particular case, it has been customary to grant such an allowance in the past when it will not be withdrawn without notice.
- (b) Where arboriculture on intra-municipal or intra cantonment roads has hitherto been in charge of district boards, its management will be transferred to the Public Works department.
- (c) Any change in the management of the trees on roads will be...

**NOTE**—Grazing is unrestricted except—(i) where arboricultural operations are in hand, and (ii) within Municipal limits or the limits of a Civil station where, if it is thought necessary or advisable, grazing may be restricted by leaving it to contractors who would be responsible for keeping their cattle under control

[B. R. file no. 78W, notes, dated the 20th September, 1916]

**499.** All arboricultural operations in connection with District Board works, are carried out under the direction of the Director of Land Records and Agriculture, references to Government in connection therewith being dealt with in the Local Self-Government department. For detailed orders see Arboriculture Manual paragraphs 3, 5, and 7 to 10 also D. B. M., page 315.

**500.** Under the above quoted sections all arboricultural operations other than those specified in M. 496 and 498 above, have been placed in the administrative charge of the District Boards, who make provisions for them in their budget estimates, and retain the entire control and management of

D. B. M.,  
pages 211  
and 315.

D. B. M.,  
pages 87-90



## ARBORICULTURE.

M. Arboriculture, para. 3,  
B.R. file no  
78C serial  
no 235

them in their own hands. With these operations the Public Works department is in no way concerned. The District Board may however if they wish, entrust the management of trees and grass on first class district roads maintained by the Public Works department, to the District Engineer.

## Famine Relief works.

Circular no  
16P-W,  
dated  
21-11-1896

**501.** The rules for the submission of preliminary proposals for administrative and of fair projects for final sanction for Famine Relief works are as follows:—

## (1) PRELIMINARY PROPOSALS FOR ADMINISTRATIVE SANCTION—

In all instances the amounts mentioned are those obtained by calculation at ordinary, not famine, rates

(a) For works, estimated to cost, at ordinary rates, under Rs. 1,000.

The District Engineer will prepare the estimate and forward it to the Collector, who will submit it to the Commissioner of the division for administrative sanction. The latter officer, after according sanction, will return it, through the Collector, to the District Engineer for preparation of the fair project.

(b) For works estimated to cost, at ordinary rates, between Rs. 1,000 and Rs. 2,000.

The District Engineer will prepare the estimate and send it to the Collector. The District Engineer will forward it to the Commissioner of the division, after according sanction, to the District Engineer for preparation of the fair project.

(c) For works estimated to cost, at ordinary rates, above Rs. 2,000, but less than Rs. 50,000.

[G. O. (P. W. D.) no 189M, dated the 6th February, 1911 and no. 235M, dated the 18th February, 1911.

The District Engineer will prepare the estimate and send it to the Collector for approval and countersignature. On return, the District Engineer will forward it to the Divisional Engineer, who will submit it to the Superintending Engineer for professional approval. The latter officer will

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(d) For works estimated to cost, at ordinary rates, over Rs. 50,000.

FAMINE RELIEF WORKS.

(2) FAIR PROJECTS FOR FINAL SANCTION.

(a) For works costing under Rs. 1,000.

(b) For works costing between Rs. 1,000 and Rs. 2,000

The same course will be followed as for preparation of preliminary proposals given under 1 (a) and (b). The final sanction in both cases will be accorded by the Commissioner of the division to the estimates.

(c) For works costing over Rs. 2,000, but less than Rs 50,000

The fair project will be prepared by the District Engineer or the Executive Engineer as may be directed by the Superintending Engineer. It will be forwarded to the Collector and to the Commissioner for countersignature, and then submitted to the Superintending Engineer for final sanction. The Superintending Engineer will return the sanctioned project through the Executive Engineer for custody in the District Engineer's office until necessity arises for the execution of the work.

(d) For works coming over Rs. 50,000.

The project will follow the same course as that prescribed for the preliminary proposals under 1 (d), the final sanction being however accorded by Government in the Public Works department

(3) The Commissioner of the division being the Administrative Head for Famine Relief works, the preparation of projects for relief works will be taken up under either a special or a general requisition made by that officer to the Executive Engineer.

(4) Fair estimates for works of a simple character may however be submitted for both administrative and final sanction, the preliminary project being dispensed with. The fair estimate will in this case follow the course laid down for preliminary proposals in rule (1)

(5) Detailed instructions for preparation of famine road projects issued with Chief Engineer's no. 1073M/681, dated the 26th June, 1915, are printed in the United Provinces Famine Code, Appendix C, part X, paragraph 36 (r).

**502.** No project administratively sanctioned as a famine relief work can be removed from the list of famine works without the consent of Government in the Revenue (Scarcity) department; nor can it be brought on to the list of ordinary district works until fresh administrative sanction has been given by Government in the Public Works department.

503. The preparation and  
are printed in  
1912.



## Chapter X.—Public Buildings.

	<i>Para.</i>		<i>Para.</i>
Term "public building" defined,	504	Purchase, sale, and transfer of buildings	528
Nazul buildings	505	Alterations in, and additions to, buildings	533
Repairs executed by Civil officers,	506	Telephonic installations	536
Staging or Dāk bungalows	509	Rent of buildings	539
Inspection bungalows	510	Sergeant Instructors of Volunteer corps	547
Government circuit houses and circuit houses of Sessions Judges	515	Building grants to Volunteer corps	548
General rules	516	Return of buildings let and available for hire	549
Government Houses	519		
Municipal rates and taxes	523		
Provision of official residences	524		

### Term "Public building" defined.

**504.** The term "public building" used in C. 899, 910 to 919, 924 and 925 applies there only to buildings which are in the charge and on the books of the Public Works department and which are maintained from grants for Public Works in charge of Public Works officers provided in the Public Works budgets. The term is used in this sense throughout this Manual, except where otherwise stated.

India's  
156A G  
dated  
25-9-18

### Nazul buildings.

**505.** Nazul buildings are "Provincial," but are not on the books of the Public Works department, being managed by the District Magistrate. When a Nazul building is made over to the charge of the Public Works department for repairs and maintenance, it ceases to be "Nazul" and falls under the classification of the Provincial department by which it is occupied.

M. G.  
XIII-18

### Repairs executed by Civil officers.

**506.** All petty repairs of fixtures in public buildings, and the replacement of broken glass in doors and windows, when not carried out as part of the annual repairs estimates, shall be paid for by the department concerned, and be charged in the contingent bill.

C 893,  
C A., C  
App. 1  
B.B.(P)  
C. 1779.

**NOTE—(1)** Every new building constructed by the Public Works department is provided with all necessary fixtures, such as, record racks, shelves, punkhas, etc. The detail of punkha fittings as printed in the note under C. 803 has been approved by the Local Government, see also M. 603.

[G. O. (P. W. D.) Circular no. 2580, 1939 W., dated the 1st November, 1913.]

**NOTE—(2)** The scale for the supply of punkhas in residential buildings authorized by the Local Government, is—

(a) one punkha for each bed room, dining room, dressing room, and office room ;

(b) two punkhas for a drawing or dining room when the size of the room exceeds 500 square feet, e.g., a 25 ft. x 20 ft. room

[G. O. (P. W. D.) Circular no. 7P.W., 1930 W., dated the 25th September, 1915.]

**NOTE—(3)** The procedure relating to works and repairs in connection with electrical installations in Government buildings will be found in C. 693-A.

[C. A. C., 93, App. B.D. B.B. (P)(a).]

## REPAIRS EXECUTED BY CIVIL OFFICERS

C. 895.

**507.** " " " " " applied by this department not to dispensaries, schools ! however where furniture is proposed to be supplied, the special order of the Local Government should be applied for in submitting the preliminary estimate for administrative sanction.

Under C. 895, the provision of furniture from Public Works department funds for residential buildings is inadmissible. In cases where it is so provided under the sanction of the Government of India rent will be realized at  $4\frac{1}{2}$  per cent. for interest and  $2\frac{1}{2}$  per cent. for repairs on the capital value of furniture, in addition to the assessed rental of the building.

[G. G. O. (P. W. D.) no. 1359, dated the 23rd August 1911, D. R. file no. 637W.]

[G. G. O. (P. W. D.) no. 195B, dated the 27th February 1912, D. R. file no. 1232W.]

C. 893  
G. O. (P. W. D.) no. 2599/  
1889W, dated  
1-11-1913

**508.** In the first supply of punkhas to public buildings, the Public Works department will provide only the following articles —

(i) Suspending ropes, (ii) tubes, (iii) pulleys, (iv) pole or board, and (v) the flap attached to (iv).

Such subsequent repairs thereto or renewals thereof as can be at the time of the preparation of the annual repair esti.

M. 506

articles above specified, such as, covering for the flap, frills or pulling ropes shall be provided by, and charged in the contingent bill of the officer occupying the buildings.

C. 917 (V).

In like manner punkhas will be supplied and maintained by the Public Works department in the case of *residential buildings* subject to the scale laid down by the Local Government, vide M. 506 above.

Fittings, such as covering for the flap, frills or pulling ropes, shall be provided and maintained by the tenant. The Public Works department will also undertake the work in connection in all Government Public Works charging the ings under the

## Staging or Dak bungalows.

C. 1781.

**509.** *Staging bungalows* situated on trunk roads are classed as "Provincial" under service head "Communications" main head "Accommodation for travellers." The charges for construction and repairs of such buildings are provided in the Public Works budget estimates. Public Works officers are only responsible for the maintenance of these buildings and their compounds. The Public Works department has no concern with

## STAGING OR DĀK BUNGALOWS.

the management of the servants, or the furniture, or the collection of fees at these institutions—the general administration of these buildings being vested in the District Boards concerned.

NOTE.—(1) Staging bungalows upon local roads, as also all *sarais* and *dharamsalas* in the district are under the control and administration of the District Board.

NOTE.—(2) Detailed rules governing the occupation of Staging bungalows generally, as issued by the Local Government in the Local Self Government department are printed in D. B. M., VIII, pp. 311–313.

D. B. M.,  
V, pages  
212–214.

## Inspection bungalows.

**510.** *Inspection bungalows* constructed and maintained for the use of the Public Works department and other local officials travelling on inspection duty, are classified according to the road to which they belong, i.e., those built in connection with Provincial roads will be "Provincial" and in connection with Local roads "Local." An inspection bungalow not built in connection with a road is classed under service head "Civil Buildings," main head "16. Miscellaneous—Public Works buildings."

M. 394 (a)

The administration of all Provincial inspection bungalows and their furniture and establishment is vested in the Public Works department. The detailed rules governing their occupation, etc., are printed in Appendix 44 and stocked as Manual form no. 51. Permission to occupy Provincial inspection bungalows will be granted in Manual Form no. 54.

Register of visitors at an inspection bungalow will be maintained in Manual Form no. 53. [R. R. File no. 563-1 M.]

NOTE.—(1) "Local" inspection houses are under the control and administration of district boards concerned.

NOTE.—(2) The rules regarding the management of local inspection houses issued by the Local Self-Government department are printed in D. B. M., VIII, pp. 314–315.

D. B. M.,  
V, page 213

**511.** Provincial Public Works inspection bungalows are divided into three classes:—

C 7n4

*First class* inspection bungalows are those which contain three or more main rooms and provide accommodation for three inspecting officers.

*Second class* inspection bungalows contain two main rooms and accommodation for two inspecting officers.

*Third class* inspection bungalows provide only one main room.

**512.** The supply of furniture in Public Works inspection houses and the incidence of cost of first supply and subsequent renewals or repairs will be regulated by the following rules:—

I The scale of furniture sanctioned by the Local Government for furnishing inspection houses is set forth in the appended statement.

Articles	Each main room	Each dressing room.	Each bath room.	Remarks
Chairs	2	1	...	
Chairs (easy)	1	..	...	
Tables (dining or dressing)	1	1	...	

## INSPECTION BUNGALOWS.

Articles.				Each main room.	Each dressing room.	Each bath room.	Remarks.
Tables (office)	...	...	...	1	...	...	
Tables (tea)	..	...	...	1	...	..	
Beds	...	...	...	1	...	...	
Mattresses	...	...	...	...	...	...	One for each bed.
Almirahs	..	...	...	1	..	..	
Mirrors	...	...	..	..	1	..	
Burners	..	...	...	1	1	...	
Lamps	..	..	..	1	..	..	
Lanterns	..	...	...	...	1	..	
Wash-hand stands	..	...	...	...	..	1	
Wash-hand basins (enamelled)	..	...	..	..	..	1	
Tubs	...	...	..	...	...	1	
Jugs (enamelled)	...	..	...	...	...	1	
Buckets	..	..	..	..	...	1	
Chamber utensils (enamelled)		..	...	..	...	1	
Commodore	..	..	...	...	...	1	
Ment safe	...	(one)	...	...	...	..	} Where abso- lutely ne- cessary
Hot case	...	(one)	...	...	...	..	

II.—The numbers entered in the above table represent the maximum limit fixed by the Government for supply of each description of furniture according to the classification of the bungalow. All subsequent renewals or full scale need not be worked in discretion in providing the

III.—The cost of the first supply shall be provided under departmental head "Original Works" service head "Civil Buildings" or "Communications" according to the classification of the bungalow. All subsequent renewals and repairs shall be met out of the grant for "Repairs."

IV.—Divisional Engineers are authorized to sanction estimates for the supply of prescribed articles in excess of the number allowed in the sanctioned scale (whenever such is necessary) up to the extent of powers vested in them, vide M 389 (II) (B) —

Provided that in each case, such sanction will not entail the supply of any article of furniture not included in the scale laid down by the Government

V.—A list of the furniture, (Manual form no. 52) corrected up to date, shall be hung up in each bungalow and similar copies shall be maintained in the divisional and sub-divisional offices

C 703, 704.  
M 394, 510.

B R file no.  
256W, notes  
pages 37-38

B. R. file no,  
256W, notes,  
pages 48-  
50.

## INSPECTION BUNGALOWS.

**513.** The following scale of crockery, cutlery and glass has been sanctioned for Provincial Inspection bungalows :—

Serial no.	Name of articles.	1st class Inspection bungalow	2nd class Inspection bungalow.	3rd class Inspection bungalow.
		Scale no. 1	Scale no. 2	Scale no. 3.
1	Aluminium degchis ..	6	4	3
2	Aluminium saucopans with covers ...	2	1	1
3	Kettles ... ..	1 (large).	1 (medium)	1 (medium)
4	Vegetable dishes... ..	3	2	1
5	Meat dishes ... ..	3	2	1
6	Soup plates ... ..	6	3	2
7	Full plates ... ..	6	6	3
8	Half plates ... ..	6	6	3
9	Quarter plates ... ..	6	6	3
10	Breakfast cups and saucers ... ..	6	3	2
11	Milk jugs ... ..	2	1	1
12	Tea pots ... ..	2	1	1
13	Sugar bowls ... ..	2	1	1
14	Slop bowls ... ..	2	1	1
15	Breakfast cruet ... ..	1	...	...
16	Salt cellars ... ..	2	2	1
17	Egg cups ... ..	4	3	2
18	Butter dishes ... ..	1	1	1
19	Tumblers (large) ... ..	6	6	3
20	Tumblers (small) ... ..	4	4	2
21	Port wine glasses ..	6	3	2
22	Finger bowls ... ..	6	3	2
23	Knives (medium size) ..	8	6	4
24	Forks (medium size) ...	8	6	4
25	Table spoons ... ..	8	6	4
26	Dessert spoons ... ..	8	6	4
27	Tea spoons ... ..	6	6	4
28	Carvers ... ..	1 set.	1 set.	1 set.
29	Salt spoons ... ..	4	3	2

NOTE.—The above scale shall be worked on the principle laid down for Inspection bungalow furniture, vide M. 512, above.

**514.** Perishable articles, such as chairs and mats, may be purchased as necessary at the discretion of the Divisional Engineer, and are chargeable to "contingencies."

M. 229.

C. 535.

### Government circuit houses and circuit houses of Sessions Judges

**515.** The rules to be observed for the care and occupation of Government circuit houses and circuit houses of Sessions Judges, extracted from the Manual of Government Orders, United Provinces, Department XII, paragraphs 1629 to 1648, are printed in Appendix 45.



## General rules.

Secretariat  
file no 809.  
W. A. of  
1900.

C. 900, 901.

**516.** It is the duty of the Public Works department to see that all reasonable precautions are taken to prevent the occurrence of injury through fire to the buildings and Government property under their immediate charge. The practice on the part of occupants of erecting screens or *jhamps* of grass in connection with public buildings must never be permitted.

**517.** Public Works officers are required to see that no thatch is permitted to remain on public buildings under their charge at hill station between the 1st October and the 1st June following. No public building which is provided with a ceiling under an iron roof should at any time be covered with thatch without the special order of the Superintending Engineer.

C 902  
C. 867—1.

**518.** For rules regarding the care and use of Government cemeteries, see Appendix 10, Public Works Department Code, volume III, referred to in M. 477.

## Government Houses.

C. 903, 904.  
C. 894.

**519.** Under the Government of India, Home department, resolution no 490—499, dated the 1st March, 1901, the Private Secretary to His Honour the Lieutenant-Governor is the officer in charge of Government Houses, and he employs the Public Works department as his agent in carrying out during his absence what is necessary in respect of sanitary arrangements and the care and custody of furniture, etc. Any expenditure which has hitherto been met from the funds at the disposal of the Private Secretary, viz., [“18D—General Administration—Expenditure from contract allowance” will continue to be borne by those funds. The Public Works Sub-Divisional officer will incur the necessary expenditure from Public Works funds at his disposal, charging the outlay against the Civil department in his accounts under the head “Expenditure in the Public Works department chargeable to the Civil Accounts” These charges will be supported by bills prepared by the Sub-Divisional officer and accepted and countersigned by the Private Secretary. The Accountant-General will adjust these charges against the funds at the disposal of the Private Secretary.

C. A. C., vol.  
II, App. p.,  
page 84S.

C. 904.  
G. O no 400/  
2766, dated  
21-1-1923.

**520.** The following standing instructions have been laid down for the guidance of Sub-Divisional officers in charge of Government Houses:—

1. To see that all servants' out-houses, stables, cowsheds, latrines, etc., are whitewashed inside and outside annually.

2. To see that all carpets and matting in the house are taken up and well beaten, and the floors cleaned annually, while the Lieutenant-Governor is away. The matting should be repaired when necessary.

3. To ascertain monthly that no persons are living in the out-houses, stables, etc., in the Government House compound during the Lieutenant Governor's absence, except those in possession of a permit signed by the Private Secretary and on the prescribed form.

## GOVERNMENT HOUSES.

4. To ascertain monthly that no cattle, sheep, goats, etc., are allowed to graze in the compound, without a permit signed by the Private Secretary.

NOTE.—The name of any person found living in the compound, or grazing cattle, etc., there without a permit should be sent direct to the Private Secretary without delay. A copy should be sent for information to the District Superintendent of Police who will be asked to give standing orders to the Police to assist the Public Works department in the execution of these instructions.

5. To warn the municipality that the sanctioned establishment of sweepers,

carried out to be sent to the Private Secretary, through the Executive Engineer of the division, on the 1st March and 1st September in each year.

**521.** The Government Houses with the grounds attached to them, must be ready for occupation in every respect, annually, on the following dates:—

(a) The Government Houses at Allahabad and Lucknow on the 1st October

(b) The Government House at Naini Tal on the 15th March.

The Sub-Divisional officers in charge will report annually to the Executive Engineers concerned that the houses are so ready, sending copies of their reports direct to the Superintending and Chief Engineers. The report on (a) should reach all the officers not later than the 25th September and that on (b) not later than the 10th March annually.

**522.** No work should be undertaken which cannot be completed by the dates specified in M. 521. Should any work be ordered which there is reason to fear cannot be finished in time, the Superintending Engineer should report the matter, specifying the time the work will take and the date by which it can be completed without fail. It will then rest with Government to order the work to be put in hand or not. When early orders are required they should be applied for by telegraph.

## Municipal rates and taxes.

**523.** The rules regarding the levy and adjustment of municipal taxes are printed in Appendix 46.

## Provision of official residences.

**524.** In all cases when it is proposed to construct or purchase residences for public servants not provided for in C. 914, or in which the Local Government has doubts as to the operation of that paragraph, the reference to the Government of India will be made by the Local Government in the department specially concerned.

**525.** The previous sanction of Government in the administrative department concerned must be applied for by the Head of the department in all cases in which it is considered necessary

## PROVISION OF OFFICIAL RESIDENCES.

to provide residences for Government officials from Imperial or Provincial funds.

Cir no 6-  
P. W., dated  
13-7 1910.

**526.** The orders contained in M. G. O. III, 538, are applicable also to Superintending Engineers and Executive Engineers. Every such officer on being posted to a station, shall recognize as a duty devolving on him, to take the house, if any, usually occupied by the person holding that appointment, and not to allow it to pass into other hands.

B R file no.  
1410-W,  
serial nos  
31-32.

**527.** Residential buildings will not ordinarily be handed over to departments occupying them for repairs, but when this is sanctioned by Government in the case of any building it will if already shown in the capital and revenue accounts of Government buildings be removed therefrom.

*NOTE*—This order does not apply to buildings which under existing rules are not required to be exhibited in the capital and revenue accounts.

C 847 M. 448.

## Purchase, sale, and transfer of buildings.

C 908  
B. R. file no.  
51B/13W,  
serial no. 8.

**528.** (I) Superintending and Executive Engineers can sanction the sale or demolition of public buildings other than residential buildings constructed from Provincial funds as follows :—

*Superintending Engineers*—Public buildings of which the book value does not exceed Rs 5,000

*Executive Engineers*.—Public buildings of which the book value does not exceed Rs 1,000.

[G O (P W D) no. 1275E/101, dated the 21st June, 1910]

[G. O (P W D) no. 1005-1100C B, dated the 23rd April, 1915]

C A C., 1006

*NOTE*.—The classification of the sale proceeds of Government land and buildings will be regulated in accordance with the schedule issued with Government of India (Finance) Resolution no. 2918-A, dated the 10th May, 1912, which is printed as Appendix 47.

(II) Proposals to transfer, from one Provincial department to another, permanent public buildings in charge of and on the books of the Public Works department will be sanctioned by the Local Government in the Public Works department after reference to the administrative department concerned.

Such applications should be submitted to Government through the Local and Departmental heads concerned.

*NOTE*—The sale of buildings costing over Rs. 5,000 and all residential buildings will similarly be dealt with.

(III) Transfers between Imperial, Provincial and Local will be dealt with under the orders contained in C. 1508.

*NOTE*—In the case of Local (District Board) buildings, these will be dealt with under the rules in Chapter VIII of the District Board Manual. The Public Works department will have no concern with these.

(IV) Local Governments and administrations are competent to sanction the demolition of military buildings in their charge without any restriction as to the value of buildings.

[G. G. O (Army) no. 6229/1 (M. W. 2), dated the 13th December, 1913 B. R. file no. 735W., serial no. 27.]

E. 36

## PURCHASE, SALE, AND TRANSFER OF BUILDINGS.

(V) The sanction of the Government of India will be required to the transfer to the Local Government, whether permanent or temporary, of any property belonging to an Imperial department when the property is no longer required by that department.

## 529.

departmental buildings, erected through the agency, and maintained at the cost, of the department concerned. Also to sanction, with the approval of local Civil authorities, the sale of the land on which such buildings are located, provided that it was originally acquired by these departments, or was transferred to them unconditionally and provided also that it is not required by the Local Government.

**530.** Before a Government building is sold by or on behalf of any department, the Magistrate of the district shall certify that he has ascertained, to the best of his knowledge, after due enquiry, that the building is not wanted by any other department, and could not be utilized for any public purpose.

*NOTE*—This order does not apply to temporary buildings erected during the construction of a work, vide C. 609.

**531.** All proposals for the sale of buildings will be submitted by the Sub-Divisional officer with the certificate prescribed in M. 530 to the Divisional Engineer. The latter, if it is within his powers of sanction, will consult the Commissioner and the Head of the department concerned and take action accordingly. If not within his powers of sanction, he will submit the proposal with his opinion and the opinion of the Commissioner and Head of the department, to the Superintending Engineer for disposal. The Superintending Engineer will sanction the sale if within his powers, otherwise he will submit the case for the orders of Government in the Public Works department.

**532.** The adjustment of the value of buildings transferred from one department to another, or from one branch of the Public Works department to another branch, will be effected under the rules in C. 1503.

## Alterations in, and additions to, buildings.

**533.** No additions and alterations shall be made to any public building rented to a private individual either from public or private funds unless with the express concurrence of the Executive Engineer. All infringements of this rule must be treated as 'encroachments' (vide M. 103, 109). No other public building may be altered or enlarged from private funds without the express concurrence of the authority in the Public Works department empowered to sanction estimates of the amount which

## 534.

to cost.  
ginal works  
645, will be  
treated as capital outlay. In applying for sanction in the case of

B. B. 61.  
no. 1813W  
serial no. 13  
B. R. 61.  
no. 35B.

G. O. no.  
1957  
XII—163C,  
dated 24-12-  
1922.

C. 911.

## ALTERATIONS IN, AND ADDITIONS TO, BUILDINGS.

buildings occupied as residences, the effect of the proposed additions or alterations upon the capital value and the rent assessable must be clearly shown. In furnishing preliminary reports of proposed additions to buildings used as residences, the probable increase in rent should be prominently mentioned. When there is any additional expenditure on a Government building occupied as a residence, such portion of the cost as really represents an increase in the value of the building must be entered in the register of buildings maintained in the Superintendent's Office (Code form no. 136).

M. 275, 277,  
278, 282.

M. 534, 542.

B. R. file  
no. 671-W,  
serial nos.  
850—864

“original works” and of the estimate, and intimated to the Accountant-General when communicating sanction to the estimate and allotment of funds, as laid down in M. 297.

**535.** For procedure regarding provision of electric lights and fans, see M. 276, and Appendix 31 referred to therein.

## Telephonic installations.

B. R. file  
no. 182A,  
serial nos  
17 and 21.

**536.** (I) The Local Government is empowered to sanction, at its discretion and after consultation with the Telegraph department, the installation of telephonic communication in and between public buildings.

[G. G. O. (Com Indus Tels.) Resolution no 7421—7443, dated the 18th December, 1905.]

(II) Charges of this nature—both initial and recurring shall be borne by the contingent grant of the officer by whom they are incurred.

[G. G. O. (Com Indus Tels.) Resolution no 10631—106, dated the 21st December, 1907.]

Note.—If the Local Government for public reasons directs an officer to have a telephone in his private house or quarters, it shall pay the full cost. Otherwise the officer shall pay any fraction up to the whole cost according to the circumstances of each case. [General department file no. 219/1914, His Honour's orders, dated the 6th October, 1914.]

M. G. O., XI,  
1530.

**537.** The rules regarding the procedure to be observed for dealing with applications for permission to erect buildings in the vicinity of any fort or cantonment and to the occupation of military lands or land within cantonments, by private persons and Civil departments, are printed in Appendix 40, referred to in M. 411.

## Rent of buildings.

C. 912.

**538.** (I) No public building under the charge of the Public Works department shall be occupied as a private residence without the consent of the Sub-Divisional officer, unless under the orders of his departmental superiors or of the Local Government. An infringement of this rule must be treated as an “encroachment” and dealt with promptly under the directions of the Divisional Engineer, vide M. 103, 109.

## RENT OF BUILDINGS.

(II) Whenever any Government buildings or portions of such buildings, whether originally constructed, purchased or hired, for use otherwise than as residences for Government officials, are permitted by Heads of departments or other authorities, to be used as residential quarters by Government officials of any class, or by private individuals, an intimation of the fact must be sent to the Executive Engineer concerned and the Accountant-General, United Provinces, and arrangements must be made in communication with these officers to assess and recover rent in accordance with the rules on the subject laid down in C. 919.

The responsibility for giving the intimation and suggesting the arrangements for rent will rest on the authority which gave permission for the quarters to be occupied. Any exemption of rent can only be permitted in accordance with the prescribed rules.

**539.** A list of the officers and other persons who are allowed residences free of rent or at reduced rent, and of the buildings allowed to be occupied by them, is given in Appendix 48.

**540.** In connection with the arrangements for the lease of the boarding-house attached to the Allahabad Boys' High School, sanctioned in Financial department no. 4844/X—276, dated the 21st July, 1890, the amount spent in repairs during the year will be reported annually, on the 15th April following, by the Accountant-General to Government in the Financial department.

**541.** Revised instructions regarding the method of calculation of rents of residential buildings and the procedure to be followed in the budgetting of repair charges (annual, quadrennial and special) and the accounting of expenditure against the provision for each class of repairs are printed in Appendix 49.

**542.** It is the duty of the executive officers to compare annually the capital value of residential buildings as recorded in the register of buildings and as shown in the capital and revenue accounts (Manual form no. 30) and to reconcile any discrepancies there may be between these two records.

**543.** Members of the subordinate establishment and temporary subordinates drawing the same salaries as permanent subordinates when they occupy public buildings as quarters, shall pay rent calculated in accordance with the rules laid down in C. 919—I (a) to (i), subject to the following maxima.—

		Rs.
Supervisor, 1st grade	...	15
Ditto, 2nd "	...	10
Overseer, 1st "	...	7
Ditto, 2nd and 3rd grades	...	6
Sub-overseers	...	6 (or ten per cent. of salary whichever is less)

P. W. D. circular no. 1000 C. B./671-W., dated 8-5-1913.

C. 919.

B. R. file no. 671-W.

M. 534

C. 1739  
M. 553.  
M. 534.

G. G. O. (P. W. D.) Cir. no. 952-965, dated 19-5-1911.

B. R. file no. 671-W., serial no. 200.

## RENT OF BUILDINGS

M. 551.

**544.** Buildings designed for dwelling purposes, forming part of a tahsil, police station or other institution, will, with the exception of quarters for employes in inferior service, constables and jail warders or for head constables and head warders, constructed in accordance with approved standard designs, be treated as residential for purposes of C. 917—III.

C. 919,  
G. O. (L. S.,  
G.) notification  
no. 724/  
IX-109,  
dated  
16-8-1909,  
P. W. D. circular  
no. 11-  
P. W., dated  
14-10-1910.  
B. R. file  
no. 1290-W,  
serial no. 11

**545.** The rules regarding the assessment of rent of Government buildings used as residences do not apply to buildings in charge of District Boards and rents will be fixed by the board for such buildings. All buildings in charge of District Boards are vested in the boards except nazul land, the management of which only is entrusted by Government to the District Board, and the sanction of Government is not required to the assessment of rent on residential buildings or to the construction of such residences. They will be dealt with by the District Board on the recommendation of the Departmental head under the rules in the District Board Manual.

Nos. 2577-79,  
dated  
17-7-1889.  
M. 210A.

**546.** For the purpose of C. 919, rule I(b) sub-divisional allowances under C. 36, and the special allowances granted to subordinates under C. S. R., article 124, shall be reckoned as "local allowances."

## Sergeant-Instructors of Volunteer Corps.

A. R. I, vol  
II, 443.

**547.** The following rules, which regulate the payment of compensation for quarters to Sergeant-Instructors of Volunteer Corps when quarters are not provided, are extracted from Army Regulations, India, volume III (1910), paragraphs 381, 383, and Appendix VI.

(381)

If quarters are not provided \* \* \* compensation will be paid by the Public Works department \* \* \*. Compensation for absence of quarters will be paid in accordance with the scale laid down in Appendix VI.

(383) Compensation for quarters claimable by those entitled to free quarters (see Army Regulations, India, volume II) \* \* \* will be paid by the \* \* \* Public Works department and charged to the head "repairs, military."

(Appendix VI) \* \* \* Sergeant-Instructors of Volunteer Corps—Rs. 15 per month.

*NOTE.*—At stations where suitable accommodation cannot be procured for Sergeant-Instructors of Volunteers for Rs 15 per mensem, the Divisional Commanders may sanction a higher rate, if satisfied that it is necessary, see Army Regulations, India, volume IX.

[G O (Army) no. 8051-1 (M. W.—5), dated the 20th October, 1913, D. R. file no 735-W serial no. 233]

Building grants to Volunteer Corps.

**548.** The rules and orders of the Government of India, on this subject are reproduced in Appendix 50 under the following heads:—

I. Incidence of the cost of construction and maintenance of buildings and rifle ranges for Volunteer Corps.

[B. R. file no 178A, serial nos 5 and 7.]

II. Audit of the special grants given to Volunteer Corps from Military Works funds for expenditure on buildings and rifle ranges.

[B. R. file no 178A, serial no 11.]

III. Channel of submission of applications for grants for Volunteer buildings, plans and estimates, reports of commencement and completion of works.

[B. R. file no, 178A, serial no 17.]

A. R. I., vol IX, 197.

Return of buildings let and available for hire.

**549.** A separate return will be prepared for each district and submitted by the Sub-Divisional officer with his monthly accounts, vide M. 578 and 638. The Divisional Engineer will get the district returns printed from time to time under the rules in Appendix 25 referred to in M. 231. Occasion will of course be taken of a reprint to make the return correct and complete to date.

O.924, 925

**550.** (without the express sanction of Government in each case) authorized under C. 910 to rent buildings situated in the compound of any court or public office or which form any part of such buildings. It is not the duty of Government to provide chambers for pleaders or mukhtars, and it is ordinarily undesirable to permit the occupation by

the same compound occupied in whole or part by private persons.

**551.** The return will include all public buildings as defined in M. 504, under all service heads, which are occupied as residences, whether rent-free or not, or which are let or available

M 544.

**552.**

ned in the orders in Appendix 51. for Government 1 main heads for vide Appendix 22,

[G. O. O. (P. W. D.) no 11-A-G, dated the 16th February, 1907 B. R. file no 1001-W., serial nos 17 to 19.]

**553.** The sanction of Government in the Public Works department is necessary to the conversion of a residential building into a non-residential one. On such sanction being given the

B. R. file 1616-W.



## RETURN OF BUILDINGS LET AND AVAILABLE FOR HIRE.

919  
C. 247, 1730.  
B. R. file no.  
563, 1M.

building should be removed from the capital and revenue accounts of Government buildings (Manual form no. 30) and the register of public buildings corrected accordingly.

G. O. (G. A.  
D.) no. 1955/  
III—476,  
dated  
16-9-1915.  
G. G. O. (P.  
W. D.) no.  
572—B. I.,  
dated  
4-8-1915  
B. R. file no  
671-W, serial  
nos. 803, 807.

**554.** The intention of the rule in C. 918, is that the officer

an appointment can claim the right to occupy the house, and that it is not open to the permanent incumbent to refuse entry to the officiating incumbent by undertaking to pay the rent himself. Government quarters are usually provided because there are no suitable houses available in a particular locality, and it would be unreasonable to suppose that the officiating officer is not to be provided with a residence.

It is open to the permanent incumbent of the appointment to make any private arrangements he likes in regard to the use of the furniture belonging to him if he leaves it in the house. But if the acting officer is exempted from occupation and the permanent incumbent leaves his furniture in the house, he does so at his own risk.

## Chapter XI—Accounts.

(Corresponding to Chapters XI, XII, and XIII of the  
Public Works Code.)

	Para		Para.
Rules relating to the Accounts		Bills and contract certificates ...	598
procedure ...	555	Day books ...	606
Drawing accounts ...	556		
Imprests ...	560	Tools and plant ...	612
Cash book and cash ...	569	Stock ...	622
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Labour reports ...	594	Transfer accounts ...	656
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### Rules relating to the Accounts procedure.

**555.** The attention of all officers of this department is invited to the "Manual of Public Works Accounts Rules for the guidance of Public Works officers of the United Provinces and Rajputana (1914)."

[Accountant-General's no. T. M.-10, dated the 1st July, 1914.]

### Drawing accounts.

**556.** The relations of District Engineers, District Surveyors, and other specially constituted Public Works disbursing officers to the Divisional Engineer are explained in M. 105. Such officers are supplied with funds by means of a drawing account

C.932,933

**557.** for letters of  
Manual form  
no. 104, and submitted to the Divisional Engineer before the 15th of the month previous to that for which the credit is required. Care should be exercised in framing the requirement to avoid unnecessarily heavy balances being left in the treasury at the close of the month.

C. 933  
C 1181.

NOTE.—In ordinary times funds required for expenditure debitable to "33. Famine Relief" (which usually represents cost of repairs and carriage of famine tools and plant) may be included in this application under a distinct head "33. Famine Relief." Such application need not be intimated to the Collector.

[Accountant-General's suggestions on D. E. No. 157-1.]

**558.** Early in the last week of the month the Divisional Engineer will write to the Treasury Officer a letter in

C.1182

## DRAWING-ACCOUNTS.

Manual form no. 105, requesting him to place at the Sub-Divisional officer's month. No let as a rule be sent officer, except sional officer has been made.

C 1133.

C.1131, 1133.

**559.** Divisional Engineer's application for letters of credit shall be prepared and submitted to the Accountant-General in accordance with rules 148 to 152 of the Manual of Public Works Accounts Rules (1914).

## Imprests.

C-1460.

**560.** The following are the rules under which Civil officers may, as occasion arises, be appointed imprest-holders for the execution by civil agency of works for which funds are provided in the Public Works department budget. [Vide M. 448, 644, 665, and C. 1460.]

**561.** Where the District Magistrate (to whom reference should be made in each case) deems it advisable, the Divisional Engineer, or a Sub-Divisional disbursing officer appointed by him, will furnish the Civil officer with an imprest and an imprest cash-book, in Code form no. 3.

NOTE.—Repairs to tahsil buildings shall invariably be executed by the Public Works department and not by Tahsildars.

[G. O (P. W. D.) no. 308M—17B-11, dated the 13th February, 1915, B. E. file no. 17B—11-M., serial no. 724.]

**562.** The accounts and all correspondence connected therewith will pass direct between the Civil officer and the Public Works disbursing officer. The accounts, consisting of sheets of the imprest cash-book and necessary vouchers, will be rendered in accordance with the rules of the Public Works department as detailed in C. 983 to 995 and 1465, and in the rules herein below.

**563.** The amount of each imprest should be kept down as far as possible to the amount actually required for current expenditure, and must in no case exceed the limit of Rs. 1,000 (C. 989). It should be borne in mind that the imprest system is only suitable in cases where small payments have to be made by single individuals. In cases where heavy payments have to be made, the disbursing officer should be furnished with a cash-book and supplied by the Executive Engineer with such funds as may from time to time be required, and this course should invariably be followed where an imprest of the prescribed limit of Rs. 1,000 is found to be insufficient.

IMPRESTS.

**564.** With reference to M. 563,<sup>1</sup> the District Magistrate must in each case carefully consider the expediency of opening a fresh imprest account: concurrence should not be given as a matter of course.

**565.** District Magistrates should impress upon subordinate officials who hold imprests the fact that the punctual and regular submission of their accounts is essential to the efficient control of expenditure and for the proper compilation of the Public Works accounts.

**566.** Imprests should be given departmentally only when absolutely necessary, and should be kept as low as possible. Imprests should be entrusted to those members only of the temporary or work establishment of whose character the Divisional or Sub-Divisional officer has had opportunity of judging favourably. In the case of any irregularity, the Divisional Engineer will be held responsible that all requisite precautions have been taken.

NOTE.—Imprests can only be given with the express sanction of the Divisional Engineer.

**567.** Both <sup>t</sup> accounts of <sup>be submitted</sup> by the 24th or 25th of the month to admit of the outlay being incorporated in the disbursers' cash accounts for March and in the accounts for that year.

**568.** Subordinates should be encouraged to keep their imprest and other accounts in English.

Cash-book and Cash.

**569.** Entries of payments for work, materials, or labour should as a rule be confined to the name of the work, the name of the contractor or "paid to daily-labour," and the amount paid. Particulars of imprests should not be given at the beginning, but only after balancing.

OF ALL CHEQUES ISSUED ON THE TREASURY.

**570.** (i) The duplicate keys, wherever they exist, of cash chests of divisional and sub-divisional offices, should be deposited under the seal of the Divisional Engineer in the custody of the Treasury Officer concerned, in accordance with G. G. O. (P. W. D.) Circular no. 2-P. W., dated the 26th May, 1914.

[G. O. (P. W. D.) no. 2153-M-847, dated the 11th December, 1914, B. R. file no. 563-1 M, serial no. 60.]

(ii) A register of such duplicate keys shall be maintained by each Divisional Engineer, and the procedure laid down in article 305-A(a) 5 of the Civil Account Code, volume I, shall be followed.

[Accountant-General's Circular no. 42W-M., dated the 23rd December, 1914.]

**571.** The procedure for paying cash into the treasury is detailed in C. 1142 to 1145, which apply to all disbursers. A form of "Memorandum of Advice," which may be used as

C. 934.

C. 995

C 16,23.  
M.16.

C 967.

B R. file r  
563-1 M.

number

C.1001

C. 1058.

1059

C. A. C., 91.

A. G's Cir.

no T.M.-25,

dated 27.8.

1915.

M. A. B. 76.

M. A. R.,

158.

C. 1091.

C. A. C., 12.

**C. 978.1008**

(c) *Contingent charges* --destroyed or filed as may be desired.

(ii) *Works expenditure*.—stamped "Paid" and retained in divisional office. [Accountant-General's circular no. W M-39, dated the 14th December, 1915.]

Note—In case of vouchers or receipts alleged to be lost or missing, the certificate of payment required should be furnished in Manual form no. 111.

**C. 978.1008**

**573.** (i) For supply of cheque books and receipt books by the Accountant-General the Divisional Engineer's indent should be prepared in Manual form no. 112.

(ii) Manual form no. 113 is prescribed for use of Sub-Divisional officers in obtaining the supply from Divisional Engineers of cheque books, receipt books, measurement books, note-books, stationery and printed forms.

(iii) A register of cheque books and receipt books received and issued shall be maintained in the divisional office in the following form:—

1	2	3	4	5	6	7	8	9	10
Date of receipt.	No. and date of Accountant-General's letter with which received.	Book numbers received.	Executive Engineer's dated initials.	To whom issued.	Date of issue Executive Engineer's dated initials.	Date of completion	Accountant's dated initials.	Remarks	Date of destruction of counter-foils of old books.

**574.** Public Works officers are (unless specially authorised by Government) absolutely prohibited from cashing cheques (whether drawn by departmental officers or others) from Public Works chests or other public funds.



## RENTS.

form no. 44B, may show to be due from the salary bills of the officials concerned. Any objections which the officers may have to make regarding the amounts so deducted should be submitted to the Executive Engineer, who will authorize the Treasury Officer to make any refunds or retrenchments which may be required. The Treasury Officer is not concerned with the decision of such objections.

## Salaries and travelling allowances.

**580.** (I) *Salary and establishment bills* are payable at district treasuries; they shall be prepared in accordance with paragraphs 1 to 50 of the Manual of Public Works Accounts Rules, and after signature by the disbursing officer presented for payment two days before the last working day of the month to which they relate. Payments of these bills will not be made until the first day of the following month.

[G. O. (Fin.) no. 1756-X-110, dated the 17th May, 1915.]

(II) *Travelling allowances* shall be drawn on bills prepared in accordance with paragraphs 13 and 59 to 69 of the Manual of Public Works Accounts Rules.

*NOTE*—G. 1533 should be consulted when preparing the salary bill in order to ensure that all the necessary certificates and reports accompany it.

**581.** Superintending Engineers, Sanitary Engineer, and the Superintendent of the Muhammadan and British monuments, Northern circle, are empowered to direct account officers to investigate claims to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for a period not exceeding one year in respect of those officers whom they are authorised to appoint.

[G. G. O. (Fin.) resolution no. 4202A, dated the 22nd August, 1910; G. G. O. (P. W. D.) circular no. 18-P W., dated the 2nd September, 1910.]

[G. O. (P. W. D.) no. 1071E-1076-16, dated the 18th October, 1910; G. O. (P. W. D.) no. 603E, dated the 13th April, 1911.]

## Contingencies

**582.** Money required for expenditure on *office contingencies* is drawn direct from district treasuries against the limit of permanent advance sanctioned by the Local Government, and recouped by bills presented at the treasuries in accordance with paragraphs 73 to 90 of the Manual of Public Works Accounts Rules.

*NOTE*—A careful account should be kept in Provincial form no. 52 in each office of the service labels for postage and State telegrams obtained from the treasury.

**583.** In the maintenance of the contingent register and the preparation of contingent bills, the procedure contained in paragraphs 73 to 90 of the Manual of Public Works Accounts Rules, shall be followed along with such instructions as may be issued by the Accountant-General.

C. 1191 to  
1206  
C. A. C., 26.  
A. G's. Cir.  
T. M.—15,  
dated  
25-6-1915.

C. A. C.,  
53 to 65.

C. 1200 to  
1212D  
B. R. file  
no. 1299E.

C. A. C., 73  
to 87

## Details required in Accounts of Works.

**584.** Outlay on works and repairs estimated to cost Rs. 5,000 and under is not to be recorded by *sub-works*, as defined in C. 1023, or by *sub-heads*, as defined in C. 1024, unless, for any particular work the Superintending Engineer specially so directs. When the outlay is recorded by *sub-heads*, all sub-heads under Rs. 500 will be lumped together without detail of quantities or cost.

**585.** In the case of works which are being executed departmentally, the record of outlay of which is *not* required to be kept by *sub-works* as defined in C. 1023, or by *sub-heads* as defined in C. 1024, it is not necessary to recognise the distinction of sub-works or sub-heads in any initial account, daily abstract, or monthly or periodical return, except in the following classes of documents, in which the distinction by sub-works and sub-heads must be clearly maintained, irrespective of the amount of the estimate:—

- (i) All "memos of work done" and other records of measurements (Manual form nos. 117, 118, 119).
- (ii) All contractors' and petty contractors' bills and contract certificates. (Manual form nos. 120, 121, 122, 123).

**586.** In the case of works the record of outlay of which is to be kept by *sub-works* and *sub-heads*, the distinction of sub-works and sub-heads must be maintained in *all* documents relating to or forming part of the accounts.

**587.** In the case of original works or repairs connected with postal and telegraph buildings, the outlay must be recorded by *sub-works*, as defined in C. 1023, irrespective of the amount of the estimate, and whether it is also recorded by sub-heads, as defined in C. 1024, or not. In such cases the distinction of *sub-works* must be maintained in all accounts documents.

## Departmental labour.

**588.** The initial account of all "day labour," as defined in C. 951, and "nukur coolies", is the muster-roll, as prescribed by the Local Government in Manual form no. 124. It is however optional to pay regular monthly servants, for whom a register of daily attendance may not be considered necessary, on acquittance roll form (Code form no. 23), the name of the work or works to which the charges are debitable being endorsed thereon, and no muster-roll being maintained. Regarding payments to the work establishment, see M. 596.

**589.** Receipts for individual or casual small payments, when required, should be taken on acquittance roll form or on hand receipt form (Code form no. 16). When taken under C. 1031, in connection with a muster-roll, they should be attached to and recorded with it, and must be produced at the test audit, vide O. 1765.

C. 1290.  
A. G's Cir.  
no. W—M.  
dated 18-5-  
1914.  
M. 96, 442.

C 945 to  
948.

B. R. file  
no. 202M,  
page 55 of  
notes.

C 949 to  
954

C. 953 to  
957.



## DEPARTMENTAL LABOUR.

**590.** The use of forms of attendance register and pay sheet other than those above prescribed, such as the *nokur coolie list* (Manual form no. 125) are not required. The adoption of Code form no. 2A, vide C. 957, is also not considered necessary.

**591.** The muster-roll or pay sheet, with measurements of the work done by the labourers whose attendance is recorded on it (where the work is such as to admit of measurement), will as a rule be submitted by the subordinate in charge to the Sub-Divisional officer, at the close of the month or other period covered by the muster-roll, for check and payment as the Sub-Divisional officer may direct. Where the Sub-Divisional officer so directs however the payments may be disbursed daily, or at intervals or at the close of the period, by the subordinate in charge of the work from his imprest, the muster-roll, etc., being then submitted with the imprest account; but in such cases the subordinate must be careful to check the calculations in the muster-roll, and will be held liable for all over-payments. The muster-roll must be carefully re-checked and compared with the accounts of payments before the imprest account is passed.

**592.** All payments of departmental labour must be posted as such into the works abstract, Manual form nos. 126, 127, (Code form no. 7E, which is the one form of day book adopted for general use), in the Sub-Divisional office, immediately they have been entered in the Sub-Divisional officer's cash-book.

(i) In the case of works the outlay on which is not recorded by sub-heads, the payments can as a rule be posted direct from the imprest account, muster-roll, acquittance-roll or hand receipt, into the works abstract.

(ii) In the case of works the outlay on which is recorded by sub-heads, it will usually be convenient to use an intermediate form in order to allocate the expenditure correctly to the various sub-heads on which it has been incurred. For this purpose a form of allocation sheet is provided, viz., Code form no 5C printed locally as Manual form no. 128. A supply of this form should be kept in every disbursing office. It will rest with the disbursing officer to decide in each case whether the use of the form of allocation sheet is necessary.

**593.** Where for special reasons very exact allocation of charges by sub-heads is required, it should be done by the Sub-Divisional officer personally with the assistance, if necessary, of the "labour reports."

## Labour reports.

**594.** The objects of the labour report are threefold—(i) to keep the superior officer informed of the nature and progress of the work; (ii) to provide a counter-check to the muster-rolls and

# LABOUR REPORTS.

intermediate payments if made [vide M. 591]; and (iii) to facilitate the allocation of compulsory, and i decide in each cas render its submission desirable and, if so, in which form and at what intervals it should be submitted. Two alternative forms of labour report are provided, viz., Code form nos. 5A and 5B printed locally as Manual form nos. 129 and 130, respectively. A supply of each should be kept for use, as the Sub-Divisional officer may direct. Code form no. 5 is not considered necessary in addition to form no. 5B.

**595.** Vouchers in support of payments for departmental labour, as defined in M. 588, 589 and 590 above, shall invariably be submitted with copies of cash-books by Sub-Divisional officers to Divisional Engineers. They are however not to be submitted to the audit office.

## 596.

(M.

be s

must be submitted with the monthly accounts just as in the case of the permanent and temporary establishments. There should be a separate voucher for each work, and the authority for his entertainment, as well as the deduction made on account of income tax, must be entered on the voucher against the name of each employé.

# Measurements.

**597.** Disbursing officers are fully responsible for exercising proper check over the works of the subordinates employed under them, and the records of measurements and calculations on which payments are made. The following are the chief rules:—

- (1) Measurement books (Code form no. 6) containing machine-numbered pages prefaced by printed instructions for their use prescribed by Code rules and by the Local Government are stocked as Manual form nos. 117 and 118, and are to be used for the record of all measurements of work done, whether by departmental labour or by contract.

Note.—Detailed instructions for the use and upkeep of measurement books are printed in Appendix 32.

- (ii) The disbursing officer is responsible for the correctness of the measurements and calculations.

- (a) Every precaution should be taken by disbursing officers to prevent the payment of any fraudulent bills prepared by subordinates for work

- (b) . . . . .

C. 95  
M A. R  
127 to 12  
C. 136  
M A. F  
158.

M 588

C 932, 94  
958, 96  
964, 112  
1120.

Chief En  
gineer  
Cir. no  
10P.W.  
dated 2.  
12-10-15.

## MEASUREMENTS.

(c) If work has been carried out in accordance with detailed sanctioned estimates, the measurements should be made by the Sub-Divisional officer himself. In very special cases, where the Sub-Divisional officer is unable to do so, the measurements may be made by a competent person, but the results should be checked by the Sub-Divisional officer after.

(d) In the case of works for which, owing to their nature, accurate detailed estimates cannot be prepared before they are undertaken, measurements should as a rule be made before payments by the Sub-Divisional officer himself. In very special cases, where the Sub-Divisional officer is unable to do so, the measurements may be made by a competent person, but the results should be checked by the Sub-Divisional officer after.

(e) No measurements for the preparation of a bill should be accepted from an officer of lower standing than a sub-overseer. The special sanction of the Chief Engineer should be obtained whenever it is proposed to entrust to a member of the work establishment, the use of the measurement book for recording measurements of work done or materials received and the preparation of bills for payment.

(f) It is the duty of all Executive Engineers to see that the instructions in Appendix 52 for the use and upkeep of measurement books are strictly observed. In the course of their inspections they should themselves make a few check measurements of works to satisfy themselves that the rules are being strictly observed by their Sub-Divisional officers. A note of such check measurements should be entered in the measurement books.

(iii) The measurement book must be submitted by the Sub-Divisional officer with the muster-roll and memorandum of work done and initial account.

(iv) After the measurements have been checked, payment made and the connected entries crossed off as required by C. 964, the measurement book shall be returned to the subordinate in charge with, in the case of contract work, the new memorandum of work done (Manual from no. 119) for information and future use (M. 601).

(v) In each sub-divisional office, a register of all measurement books, received for use from the Divisional Engineer, shall be maintained, showing the serial number of each book, the name of the person to whom issued, the date of issue and the date of its return.

(vi) Measurement books when filled up may be kept temporarily in the sub-divisional office until the completion reports of all the works in which it is concerned have been submitted, when it should be transferred to the divisional office, where they must be carefully preserved for twenty years.

## Bills and contract certificates.

**598.** Whenever payment is to be made to a contractor or petty contractor, a "memorandum of the work done and materials supplied" by him will first be prepared in English on Manual form no. 119 for his acceptance, after which the contract certificate or bill in Manual form nos. 120, 121, or 122, 123, (corresponding to Code form nos. 14 and 15 in whole and half-sheets) will be prepared from the "memorandum of work done and materials supplied."

**599.** For this purpose the "memorandum of work done and materials supplied," with the headings on page 1 filled in and pages 2 and 3 ready prepared, as far as possible, in the manner prescribed in the footnote on page 2, should be furnished in advance to the officer or subordinate in charge of the work. When a fresh payment has to be made, pages 2 and 3 from the measurement book and the contractor's signature on page 3, he with the measurements to the disbursing office, where they will be checked and the "memorandum" completed (as regards outstanding charges, etc.) and submitted by the head clerk for pay order.

NOTE.—The certificate required monthly from Sub-Divisional officer that all outstanding amounts to be recovered from contractors are covered either by their security or value of work done but not paid for should be submitted in Manual form no. 131. [Accountant-General's Circular no. 11 W.A. 3, dated the 22nd July, 1912]

**600.** The disbursing officer's orders on all doubtful and objectionable points must, when necessary, be taken on page 4 and carefully carried out before the certificate for pay order on page 1 is filled up and initialled by the head clerk or the bill or contract certificate prepared.

**601.** The details of the payment, with a copy of the payee's receipt, are to be recorded on pages 1 and 4, and (unless the payment is final) a fresh "memorandum" is to be prepared and furnished to the officer in charge of the work *immediately after payment* thus, informing him of the fact and providing him with data for the next bill. The measurements should be returned to him at the same time, vide M. 597 (iv)

**602.** The paid bill or contract certificate will be submitted as the voucher in support of entries in the sub-divisional cash-book the "memorandum" being retained by the disbursing officer, vide C. 1092, to complete his records.

**603.** In the case of payments made on a running account, a certified copy of the receipted voucher, i.e., of the bill, contract certificate or hand receipt, will be submitted with the original to the Divisional Engineer, by whom it will be retained to complete the records of his office and to enable subsequent bills, etc., to be compared and checked. In the case of jobs settled up and paid for in the month, no copy of the voucher is required for the divisional office.

**604.** To enable the Sub-Divisional officer to comply with C. 1098 a brief translation should be attached to the vernacular voucher, stating in English (i) the name of the payee, (ii) the

C 939 and 110  
—1102,  
P. W. D.,  
circular  
no. 187 W  
of 9-9-93.

B R file no  
563—131.

E. 39

A.G's Cir.  
no W.M.S.  
dated  
1915-1914

A.G's Cir.  
no W.M.S.  
dated 19-5-  
1914

## BILLS AND CONTRACT CERTIFICATES.

amount paid, (iii) the date of payment, and (iv) on what account the payment was made.

**605.** In regard to supply to contractors and petty contractors, of copies of contract certificates, bills or extracts from accounts in contractors' ledger, the instructions contained in C. 1100 should be followed

NOTE.—Not more than one copy of any document can be supplied to a contractor.

## Day-books

**606.** The works abstract in Code form no. 7E has been selected as the day-book for general use. It is printed as Manual form no. 126 for use on works the outlay on which is recorded by sub-works or sub-heads, and as Manual form no. 127 for use on works the outlay on which is not recorded by sub-works or sub-heads

**607.** The compilation of works abstracts in sub-divisional offices, and their completion and final disposal in divisional offices shall be carried out in strict accordance with the instructions contained in Accountant-General's circulars, and the Manual of Public Works Accounts Rules (1914)

[Accountant-General's circular no. W.M. 8, dated the 18th May, 1914, Accountant-General's circular no. W.M. 45, dated the 6th January, 1915]

**608.** Manual form no. 132 is a convenient form to use when calling for explanations under C. 1296.

**609.** The statement on the back of the outer sheet of the works abstract affords means of tracing the source from which the record of progress is obtained

**610.** Generally speaking, liabilities will be taken into account only in the case of partly paid certificates, bills, and muster-rolls. Whenever sums not actually disbursed are charged against a work, the amounts unpaid must be entered in the deduction columns provided in order to bring out the net amount paid in the column headed "total cost." When subsequently paid, these sums must be posted as minus entries in the deduction columns and as plus entries in the column "total cost."

**611.** (a) Sub-Divisional officers are held responsible for rendering monthly in Manual form no. 133, an account of the actual transactions concerning the receipts, issues and balances of materials at site in respect of all original works and repairs whether costing over Rs. 5,000 each, or less than that amount.

[G. O. (P. W. D.) no. 1311-133M-17B-16, dated the 21st October, 1914]

(b) The accounts of materials at site (Manual form no. 133) shall be submitted with the works abstracts in which the transactions will be accurately posted for scrutiny in the divisional office, and record in the registers of works (Code form no. 30 A., parts I and II).

[G. O. (P. W. D.) no. 229 M-LD-3, dated the 3rd January, 1915]

# Tools and Plant.

**612.** the Sub-Div protect Gove etc, lent must be put into serviceable order and repair before they are presented for return to store. A suitable form of receipt for tools, etc., issued on loan is stocked as Manual form no. 134; but Sub-Divisional officers may (with the consent of the Superintending Engineer) get such forms of receipts, notices of rules, etc., printed, as local circumstances and practice may require.

C. 1039

**613.** Each Sub-Divisional officer will keep and submit to the Divisional Engineer, a separate account of stock, tools and plant in Code forms nos. 13 and 13A and detailed list of instruments in Code form no. 42E. Each Divisional Engineer will maintain similar separate returns of the articles at headquarters of the division. The stock register shall be prepared half-yearly and the return of tools and plant, annually.

C. 1040, 1106.  
1255, 1275  
to 1281.  
B. R. file no.  
490M, sl  
no. 87.

These periodical returns, after careful check by the divisional accountant, shall be filed in the divisional office and produced for audit when the office is under inspection by an accounts officer.

A.G's Cir.  
no W. M.-7,  
dated 12-5-  
1914.

**614.** The return of tools and plant (Code form no. 13A) for the year ending 30th September will be prepared in two parts. Part I will contain the account of *surveying and mathematical instruments only*, and Part II will contain all other items of *tools and plant*. In Part I will be entered against each item in the space for "remarks" a column showing the *actual* number in excess of the *sanctioned scale*; and for such of the extra articles as it is considered necessary to retain adequate reason must be given in the margin in each case. Articles in this part which are admittedly in excess and no longer required will be dealt with as laid down in M. 629; and the fact that they are being so dealt with must be noted in each case in the column of "remarks" for the information of the Superintending Engineer.

C. 1040, 1255  
1256

**615.** The Divisional Engineer will submit by the 15th of January, at latest, the collected sub-divisional and divisional returns (Part I), after examination, to the Superintending Engineers concerned, who will, in consultation with the Executive Engineers, determine what is required in their circles or divisions, and submit their summarizing reports to the Chief Engineer for sanction or orders.

C. 1256.  
B. R. file no.  
145M, sl.  
no 455.

## TOOLS AND PLANT.

C. 1248,  
1249.

**616.** The sanctioned normal scale of surveying and mathematical instruments allowed for divisional and sub-divisional offices is as follows:—

Description of instrument.	Normal scale for a—	
	Divisional office	Sub-divisional office.
<b>SURVEYING INSTRUMENTS.</b>		
Levels	1	2
"	1	3
"	1	3
"	1	3
Large table	1	1
" " magnetic compass	1	1
" " sight vane	1	1
Prismatic compasses	1	2
Theodolite	1	1
<b>DRAWING INSTRUMENTS.</b>		
Beam compasses	1	1
Colour boxes	1	1
Drawing boards	3	3
Boxes of drawing instruments	2	2
Proportional compasses	1	1
Boxes of French curves	1	1
Parallel rulers, metal	2	2

35,

File no  
1014M.  
Serial no 1.

Chapter XI—Paragraph 616, P. W. D., Manual of Orders.

Add the following under "Drawing instruments":—

	Divisional Office.	Sub-Divisional Office
12" Architects' Scale—	4	2

Measuring tapes and rules should be classed under the sub-head "Tools." Drawing pins, palettes, and perishable articles, such as paper scales and paper protractors, should not be included in lists of scientific instruments.

**617.** The supply of ferro-typing apparatus for each circle, divisional and sub-divisional office is sanctioned in accordance with the following scale. Such of the articles as can be obtained from the Mathematical Instrument office, Calcutta, shall be obtained by indent as prescribed by C. 1247. The remaining

Clr. no. 8 P  
W., dated  
1-4-1893.  
Chief Engr:  
no. 283M-798,  
dated  
6-2-1915.

## TOOLS AND PLANT.

articles can either be purchased or made up locally or procured from the Canal Foundry and Engineering Works, Roorkee.

Number of each.	Item
1	PRINTING FRAME to hold Imperial paper (30"X22").
1	PLATE GLASS for ditto, $\frac{1}{4}$ " thick.
3	Yards of flannel, 23" wide, for use with pads
1	Pad, consisting of about 12 sheets of double royal draft paper cut to size of frame
3	TROUSERS of strong, substantial tin plate, wired and black japanned, for washing prints.
3	TRAY, perforated zinc, for supporting prints while washing and drying.
12	CLIPS for hanging prepared paper, etc., to dry.
12	Buttons for small clips
1	Band elastic band and double sensitized paper and cloth,
1	
1	
4	
1	
	4 drs., 2 drs., 1 dr., 2 scr., 1 scr., 10, 6, 3, 2 and 1 grs

The cost of supplying and renewing those items which are printed in small capitals in the above list is chargeable to *tools and plant*, and the items will be brought on to the list of surveying and mathematical instruments in the office. The cost of all other items and of chemicals for working the process is chargeable to office contingencies. The actual cost of packing and carriage should be charged to whichever of these two heads the cost of the contents of the package is chiefly chargeable.

**618.** Indents for ferrogallic linen and paper should be sent to the Controller of Printing, Stationery, and Stamps, Calcutta, vide M. 239, 313.

[G O (P W D.) no 1273-M-151, dated the 15th October, 1916.]

**619.** A Divisional Engineer may effect transfers or exchanges of instruments in his division so long as he does not permanently reduce the equipment of any office to below the sanctioned scale; and he is at liberty to obtain any instruments required to complete the sanctioned scales given in M. 616, 617, for any office in his division by indent from the Mathematical Instrument office, Calcutta, provided that if the cost exceeds Rs. 50 there is a properly sanctioned estimate and due provision of funds.

All indents for instruments, etc., should be submitted on form A [vide rule 7 of the Mathematical Instrument office Regulations, Survey of India department notification, dated the

C. 1217



## TOOLS AND PLANT

21st August, 1907], duly approved and countersigned by the Superintending Engineer.

B. R. file  
no. 145M.,  
sl. no. 387.  
M. 391.

**620.** Instruments must not be indented for in excess of the sanctioned scales given in M. 616, 617, except by permission of the Superintending Engineer to a limit of Rs. 50 or over that amount on the authority of an estimate sanctioned by the Local Government.

C. 1244.  
M. 359.

**621.** Estimates for the purchase, manufacture, or repair of articles classed as tools and plant must be framed in Code form no. 123, which is stocked as Manual form no. 88. Outlay on tools and plant does not require administrative sanction, vide M. 283. The fair estimates will be finally disposed of under the provisions of M. 391.

## Stock.

C. 1261—  
1263.

**622.** As a rule no reserve stock will be kept up. Adequate reason must be established before the Local Government will, in any special case, sanction the maintenance of a reserve supply of stores of any kind, excepting of course materials received from dismantled buildings and brought on the stock returns under C. 1267 (b). Any existing stock the retention of which as a reserve is not specially sanctioned by Government must be worked off as quickly as possible. In preparing projects this order must be kept in view, and the purchase of new material should be avoided when there are materials in store which can be made to answer the purpose. Instructions regarding the collection of materials for works in progress are detailed in M. 397 and 427 to 438.

C. vol. III,  
app. 30, rule  
32.  
B. R. file no.  
127M, notes  
pages C6-C7.

**623.** To facilitate the preparation in the Chief Engineer's office of the annual return of expenditure on stores purchased in India, which is to be submitted by the 31st July, each year to this Government in the Industries department, the following procedure is prescribed:—

- (a) Each disbursing officer (divisional or sub-divisional) will prepare monthly in Miscellaneous form no. 127-B, the detailed return of expenditure on stores purchased in India by him.

NOTE—(1) Instructions for the preparation of this return were issued with G. O. (Industries) no. 275 XVIII-265, dated the 1st February, 1915.

NOTE—(2) Stores purchased by the Electric Inspector will be included in the return of the Sub-Divisional officer by whom the payment for the stores is made.

[G. O. (P. W. D.) no. 1013 M-127, dated the 15th June, 1915 B. R. file no. 127-M, sl. no. 429]

- (b) The sub-divisional returns will be submitted with the monthly accounts to the Divisional Engineer, who will scrutinize them, and with a similar return of the purchases made by him during the month, submit the whole of the returns for the division to the

(c)

G. O. (P. W.  
D.) no. 168M-  
127, dated  
12-12-1916.  
B. R. file no.  
227M, serial  
nos. 472-473.

later than the 1st of July each year.

[G. O. (P. W. D.) no. 523 M-127, dated the 16th March, 1915 B. R. file no. 127M, sl. no. 414]

NOTE—Instructions for the preparation of the abstract return are contained in enclosure 3, to G. O. (Com. Industry—Stores) nos. 10-22-107/15-34, dated the 9th October, 1914.

## Road metal.

**624.** Code form no. 19 is stocked as Manual form no. 135. All road metal purchased against estimates sanctioned for annual or special *renewals* and annual (petty) or special *repairs* shall be shown and accounted for, through the monthly statement of receipts, issues and balances of road metal. Separate entries mile by mile being made under each operation.

NOTE—The special attention of all Divisional Engineers and Sub Divisional officers is drawn to the necessity of exercising a regular check over the accounts of road metal in their respective charges

[G. O. (P. W. D.) no. 1833 M-17D-21, dated the 23rd August, 1913]

**625.** In the sub-divisional office in lieu of a consolidated book in Code form no. 43B, a separate *road metal rate book* will be maintained in Manual form no. 57 for each metalled road in the sub-division maintained by Public Works agency. This is for convenience of submission with the annual renewal estimates, vide M. 346. The same form should be carried forward from year to year (corrected and modified as necessary) to serve as many years as possible. When necessary to renew it, both copies should be submitted with that year's renewal collection estimate; and after the estimate is sanctioned the old rate book will be detached and filed in the divisional office.

## Materials from dismantled works.

**626.** The following instructions are laid down for the guidance of all Public Works officers in respect of their exercising proper check over the issue of materials to works and the disposal and accounting of surplus stores:—

- (1) Sub-Divisional officers will be held responsible that all transactions concerning the receipt and issue of materials are recorded in the accounts fully and accurately and as soon as they take place.
- (2) The cost of only such materials, purchased or received in transfer, will be charged to the accounts of individual works as are obtained bona fide for the purposes of those works, and are likely to be required therefor within a reasonable time.
- (3) It is not permissible to transfer or write-back, from or to stock, tools and plant, estimates for works, or sub-heads of the same estimate, the value of any materials unless they are in fact so transferred. Fictitious or paper adjustment entries made with a view to avoid lapses of, or excesses over, allotments, or to conceal excesses over estimates, are very objectionable and will be taken serious notice of.
- (4) When old buildings are being remodelled or reconstructed, full quantities of materials received therefrom in dismantlement will be shown accurately as receipts in the "materials at site" account.

C. 1047, 1246.

B R. file no  
17B-21M,  
notes pages  
8-10.

C. 1049,  
1288.  
M. 255,346.

G. O. (P. W.  
D.) no. 432,  
M-765,  
dated 7-3.  
1913.

## MATERIALS FROM DISMANTLED WORKS.

- (5) If such dismantled materials are utilized on the same work, the receipts and issue in the "materials at site" account need not be valued.
- (6) When dismantled materials are not so utilized on the work from which they are received, they will be treated as "surplus" materials and dealt with as indicated in (8) and (9) below.

**NOTE**—The nature of the work from which the materials were dismantled must be considered when deciding whether to re-utilize them on this or other works or to sell them. It may sometimes happen that their use in other buildings is objectionable on sanitary grounds, as, for instance, in the case of certain materials from an old latrine, drain, cesspool, etc.

- (7) Materials are sometimes found to be in excess of actual requirements either because the execution of the work has been suspended for an appreciable length of time or abandoned altogether, or because the quantities obtained originally were excessive. Sometimes materials are found to be unsuitable for the purposes of the works to which they were charged. All such materials will be treated as "surplus," even though the work is still in progress.
- (8) Under orders of Divisional Engineers all surplus materials *which are serviceable* will be disposed of as follows:—
- (i) If it can be definitely stated that they will be used on some specific work or works within the following twelve months, they will be immediately brought on, with value, to the stock accounts, the value being credited to works or revenue in accordance with the rules. If there is no stock account in the division, the materials will be brought on to the register of surplus materials with an approximate value, and the adjustment of this value will not be effected in the accounts until the materials are actually re-issued to other works. In valuation of materials brought on to the register of surplus materials, the value should be based on the current market value of the materials at the time of valuation.
- (ii) Materials which are not serviceable, or which are not required for any specific work or works, should be brought on to the register of surplus materials (but without any value) pending their sale, which should be effected as early as possible.
- (iii) This rule enjoining the sale of all surplus articles will not apply to materials which are not serviceable, or which are not required for any specific work or works.

M. 633—636.

such in Manual form no 31, "annual return of surplus stores and tools and plant," and in the annual list of "surplus stores available for transfer" prepared by each Superintending Engineer for his circle.

- (iv) Materials which have thus been included in the latter return, but have not been taken over in transfer by any other division during the year, will be referred for further orders to the Superintending Engineer, who will decide whether the articles will be brought on the return for the following year, or sold.

**MATERIALS FROM DISMANTLED WORKS.**

or otherwise disposed of. The latter course will usually be followed excepting in cases where there is every likelihood of the articles being taken over by some other division in the course of the year.

- (9) No materials found "surplus" will be classed as *unserviceable* without the written authority of the Divisional Engineer.
- (10) Superintending Engineers will be expected to see, when they visit works or inspect the accounts thereof, that due care is exercised by Divisional Engineers in classing materials as "surplus" or "unserviceable."

**627.** The orders in C. 1218 and 1219 do not apply to materials from dismantled works, which, if not required under C. 1267, may be sold under clause (a), by the Sub-Divisional officer, without reference to higher authority—the proceeds being credited to the work. The sale will be effected in accordance with C. 1220 to 1222.

In the case of buildings for which capital and revenue accounts are kept the sale proceeds of old materials should be credited to Revenue, and a deduction of the whole value of the dismantled portion should be made from the capital cost.

C 1267. 645-  
11(a),  
M. 631

[P. W. D. Cir. no. 7 of 1910 B. R. file no. 17-D-8-M.]

In the case of new buildings, the cost of the old materials should be deducted from the cost of the new materials, and the balance should be treated as its capital value.

C. 1267. 645-  
11(c).

[G. G. O. (P. W. D.) no. 1936 106 2, dated the 26th July, 1912 B. R. file no. 17B-39W., serial no. 1.]

**Unserviceable and Surplus stores.**

**628.** It is a standing rule that no articles, whether of the nature of stock, raw materials, tools and plant, instruments or furniture, are to be allowed to remain in store in an inefficient condition, even though considered surplus or valueless. All articles that are reputable should be repaired and put into efficient order at once. Articles that cannot be rendered efficient or that are not worth repair should forthwith be reported unserviceable, but they must remain on the books until actually disposed of.

C. 1033-1042  
C. 1215-1230

**629.** On receipt of the orders of the Chief Engineer passed on the summarising reports of the Superintending Engineers regarding the disposal of surplus instruments by redistribution within circles or by return to the Mathematical Instrument depot, the Divisional Engineer will take necessary action for the dispatch of the articles no longer required to the Mathematical Instrument office, Calcutta, in accordance with

C. 1256  
M. 614, 615

## UNSERVICEABLE AND SURPLUS STORES.

Survey of  
India de-  
partment  
notification,  
dated 21-8-  
1907.

rules 14 to 19 of the Survey of India department, reproduced here for ready reference :—

\* \* \* \* \*

(14) All Government instruments, when no longer required, should be at once despatched to the Mathematical Instrument office, *freight prepaid*, and at the same time, under separate cover, a list of the instruments, deposited as "no longer required" should be sent on form G. It is particularly requested that surplus instruments may not be retained in any Government office as they only deteriorate and become obsolete, while, if despatched as soon as they are no longer required to the Mathematical Instrument office, they can be overhauled, put into serviceable condition, and made available for issue to other officers requiring them. The Mathematical

nd list of instruments  
is in the Mathematical  
nd should not be mixed  
made to any previous  
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Mathematical  
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atched to the  
nsignor with  
a distinctive mark and also a serial number, which should be given to each package of such consignment; this information should be recorded on railway receipts or bills of lading. Every package should contain a packing note giving a full list of contents and the address of the consignor.

C. 1251. **630.** Whenever any surveying or mathematical instrument gets out of order, and cannot be properly put to rights locally, it should be despatched at once, to the Mathematical Instrument office, Calcutta, *freight prepaid*, a requisition for "repairs" in Survey of India form B, being sent at the same time. The

## UNSERVICEABLE AND SURPLUS STORES.

following rules of the Survey of India department concerning repairs of instruments are reproduced here for ready reference.—

Survey of  
India depart-  
ment notifi-  
cation, dated  
the 21st Au-  
gust, 1907.

(10) All instruments sent to the Mathematical Instrument office for repair or adjustment should be despatched *freight prepaid*, and at the same

when a large supply of instruments is likely to be wanted for railway surveys or other large projects, the Mathematical Instrument office should receive as long prior notice as possible of the probable number and description of articles required

despatched by post the name of the Post office, as well as of the district in which it is situated, should be given, and when by railway the nearest railway station should be distinctly stated.

(13) When instruments etc., which are recognized "back" instruments, are to be despatched an "invoice" and returned accounts of Comptroller, is in article 96,

**631.** All serviceable and unserviceable stores must, at the close of the year ending the 30th September, be enumerated, either in the annual return of tools and plant, with or without value, or in the monthly list of materials at site of works in progress.

Divisional Engineers and Sub-Divisional officers should see that the value of surplus stores is not fixed too high, as serviceable materials available must always be used up in preference to purchasing new articles.

**632.** Manual form no. 136 provides the statement for sanction of the Divisional Engineer or of the Superintending Engineer, whenever it is proposed to write back to debit of stock, the value of materials held at site of works.

**633.** The reports prescribed in C. 1041 and 1218 should be submitted whenever necessary; but a return of stock, tools and plant [except instruments which are dealt with under M. 611, 615, 619, 630] not likely to be required during the following twelve months, in Manual form no. 31, must also be submitted under C. 1012 by each Sub-Divisional officer to the Divisional Engineer simultaneously with the return of stock, tools and plant for the year ending 30th September. In this return should be entered (a) all *unserviceable* materials and tools and plant in hand [except instruments], including any articles which

AL 626;

C. 1273.

## UNSERVICEABLE AND SURPLUS STORES.

may have been already reported on under C. 1218, and (b) all *surplus* articles, i.e., all articles which though serviceable are not likely to be required during the next twelve months. It will be compiled from the return prescribed in C. 1042. The Divisional Engineer will add any divisional items to the return of the headquarters sub-division, and, after scrutiny and amendment, as necessary, will pass orders on such of the items as may come within his powers of disposal, C. 1219, and thereafter as prescribed in C. 1270, transmit the combined returns of his division to the Superintending Engineer.

M. 62C

**634.** The Superintending Engineer will pass orders on each return (i) for the disposal locally under C. 1219 of all unserviceable stores on which orders have not already issued and of all surplus articles or groups of articles not worth, intrinsically, more than Rs. 100, and (ii) indicating as "*available for transfer*" all other surplus serviceable articles.

**635.** A list of "*surplus stores*" in the circle, comprising the articles marked off by the Superintending Engineer as "*available for transfer*," will then be compiled in the circle office on Manual form no. 31, and the divisional lists will be returned

stores available for transfer will of course remain on the books, and must be properly cared for until actually disposed of.

**636.** The Superintending Engineer will have the "*list of surplus stores*" in his circle printed at the Allahabad Govern-

C. 139

He will gineer not the whole province will be printed and circulated by the Local Government to other Local Governments and Administrations and to State railways, copies being also distributed in the Irrigation and Buildings and Roads branches in this province.

C. 1219

**637.** Experience has shown that if worn out and unserviceable tools, especially phaoas, hoes, picks, and shovels, are sold by auction, there is a great risk of their being substituted in course of time for good tools lent to contractors and workmen. It is therefore often preferable to break them up thoroughly and bring them on to the books by weight as *scrap iron* for final disposal as accumulations occur and opportunity offers. The cost of breaking them up is debitable to tools and plant.

## Monthly Accounts.

C. 1104

**638.** Add to the list of monthly returns Manual form no. 137 due from Sub-Divisional officers—

- (i) Consolidated treasury receipt (Code form no. 20D)
- (ii) Return of public buildings rented and available for rent (Code form no. 32-Y).

# MONTHLY ACCOUNTS.

- (viii) Write back order (Code form no. 17).
- (ix) Certificate of outstandings against contractors being covered either by their security or value of work done but not paid for (Manual form no. 131)
- (x) Statement of actual cash receipts and cash payments into treasury (Manual form no. 133)
- (xi) Works abstracts (Manual form nos. 126-127)

**639.** Regarding the reports of expenditure on contribution works (Manual form no. 140) due with the divisional accounts, see M 476.

C. 664-VI.

**640.** General—P. W. D. form no. 2 is printed for use as a simple covering list to accompany each batch of vouchers submitted to the Accountant-General.

C. 1350.  
M.A.R., 162.

## Civil officers' accounts.

**641.** When the agency of Civil officers is employed under the provisions of M. 448 for the execution of works under Public Works control, funds will be supplied to them for this purpose either by (i) being allowed to draw cheques against the letters of credit of an Executive Engineer named by the Local Government, or by (ii) being appointed as an 'imprest-holder' under an Executive Engineer.

C. 1453 to 1469.

C.A.C., 461.

**642.** Civil officers must comply strictly with the rules in the Public Works Code and this Manual in expending funds supplied to them for public works and in accounting for their expenditure.

**643.** The accounts of all Civil officers who are placed in funds under the rules referred to in M. 641, will be kept and submitted in accordance with the rules in C. 1461 to 1469, as amplified by the following paragraphs.

**644.** Civil officers appointed imprest-holders under C. 1460 (3), will keep and submit their imprest accounts under the rules prescribed in the Public Works Code and in M. 560 to 563. Expenditure thus accounted for will be incorporated in the accounts of the disbursing officer from whom the imprest is obtained.

**645.** Civil officers who are appointed with a drawing account credit under C for funds, in

C. 1188.

the month preceding that for which funds are required. The Divisional Engineer will early in the last week of the month authorize the Treasury Officer by letter, in Manual form no. 142, to honour cheques drawn by the Civil officer during the month in question to the extent of the credit asked for. No letter of advice of this authority having been granted will as a rule be sent by the Divisional Engineer to the Civil officer,



## CIVIL OFFICERS' ACCOUNTS.

unless for some special reason the full amount asked for cannot be placed at his disposal. The authority lapses at the end of the month for which it is granted. The Divisional Engineer will supply the Civil officer with a cheque book on application.

**646.** The detailed accounts of expenditure from funds obtained under C. 1460 are submitted direct to the Accountant-General but the Civil disbursers must, on the 25th of the month, furnish the Divisional Engineer with a list of cheques drawn to date during the month, and their amounts, on Manual form no. 143, for the latter to embody in his own accounts. No cheques should be drawn as a rule by a Civil disburser between the 25th and the end of the month. But if it is found necessary to draw a cheque during that period, information as to its number and amount must be furnished to the Divisional Engineer (by telegram if necessary), so as to reach him before the last working day of the month closes. It is imperative that the Divisional Engineer's cash book should be closed absolutely and punctually on the last day of the calendar month, and the omission of the entry of a cheque drawn by a Civil disburser in the divisional cash book of the month in which it was drawn causes confusion by rendering the accounts of the month incomplete.

**647.** Every Civil officer who is supplied with funds, by means of a drawing account under C. 1460(2), will keep a *cash book* in Manual form no. 144, from which he will compile the monthly *abstract of receipts and disbursements* prescribed in C. 1465. This account with the necessary vouchers, and with the *lists of vouchers* prescribed in M. 648, will be forwarded by the Civil officer direct to the Accountant-General for disposal on or before the 7th of the month following that to which it relates, the return of expenditure on stores purchased in India [Miscellaneous form no. 127-R] being forwarded to the Divisional

**648.** *Abstracts* in Manual form no. 145, to it, must be submitted by Civil disbursers of the class referred to in M. 645 and 647 for each work on which expenditure is incurred during the month. The total given in this form will agree with the expenditure shown in the "details of disbursements" on Code form no. 55B in the column "during current month." In order to secure this agreement, the total of the abstract docket will be made up of cash payments *plus* book transfers, e.g., value of Forest department bills and materials supplied by Jails, as well as work done or materials supplied by any Government Workshop or other Public Works division.

**649.** The following are the special rules prescribed by the Local Government for the guidance of Civil officers, whenever they are entrusted with the execution of Public Works of their departments by *their own departmental subordinate agency*

## CIVIL OFFICERS' ACCOUNTS.

without regard to the cost of each work selected for execution, being under or over Rs. 2,500, but not exceeding Rs. 5,000 in each case.

[G. O. (P. W. D.) no. 3103W-1560-1, dated the 11th December, 1915]

*Classification of works.*

**Rule 1.—PETTY CONSTRUCTION AND REPAIRS NOT EXCEEDING Rs. 2,500 EACH.**

(1) A Civil Officer's accounts for the year 1915-16, showing the following works:

C. 1779

G. A. C.,

appendix

page 3

Note.—In the case of works and repairs which the department of Public Works may be called upon to carry out, the estimates will be prepared by Public Works officers and provision of funds made in the Public Works budget estimate.

(11) F. A. C. 1779, showing the following works:

Public Works department.

**Rule 2.—WORKS COSTING OVER Rs. 2,500 each.**

Funds for

C. 817 and 1779

G. A. C., volume

appendix BBBB,

310, item (u)

carry it out.

department

*Estimates*

**Rule 3.—(1) Estimates for class A works made out by the civil officer, shall be prepared on the forms prescribed in M. 302.**

(2) Estimates for class B works will invariably be prepared in the Public Works department under the rules in force.

(3) Estimates falling under class B will be subject to the scrutiny and professional approval of the Divisional Engineer, before administrative

## CIVIL OFFICERS' ACCOUNTS.

## Accounts

**Rule 5.**—The procedure for obtaining funds and accounting of expenditure in connection with *class A* works to be observed by the Civil officer shall be as set forth in the following rules.

**Rule 6.**—The Civil officer shall forward his requisition for funds in Manual form no. 146, to any Public Works Divisional Engineer who will draw the cheque or cheques required and hand over the same to the agent of the Civil officer.

**NOTE.**—Amounts needed for actual payment during the month shall only be included in the requisition printed as Manual form no. 146.

**NOTE.**—These details are necessary to permit of easy check in the audit office, against the corresponding debits appearing in the several divisional accounts for the same month.

**C. 948.** **Rule 9.**—(I) The vouchers in support of payments will vary according to the circumstances under which work is carried out (i) by daily labour, or (ii) by contract :—

(i) **Daily labour.**—Payments will be made on muster rolls (Manual form no. 124). These vouchers will be filed in the office of the Civil officer and need not be submitted to the Accountant-General with the abstract docket [Manual form no. 148] mentioned in rule 10.

(ii) **Contract.**—Payments may be made on bill forms printed as Manual forms nos. 121, 123. Miscellaneous payments being made on hand receipt, Code form no. 16.

**C. 976.** Tradesmen's bills duly receipted may be accepted as vouchers, but the name of the work and the authority sanctioning the estimate shall invariably be entered on such vouchers above the initials of the disbursing officer.

**NOTE.**—Receipts of officials of the Civil department through whom payments are made for work done or materials supplied are not to be submitted with the abstract accounts to the audit office.

**C. 964.** (II) In all cases whether daily labour or contract agency is employed, the extent of each kind of work done shall be measured up details entered in the measurement book (Manual forms nos. 117, 118) and the quantities of work done recorded on the voucher for payment, as explained in M. 597.

**Rule 10.**—An abstract docket in Manual form no. 148 shall be prepared

form no. 55-B).

The abstract docket (Manual form no. 148), with all necessary vouchers will be submitted direct by the Civil officer to the Accountant-General along with the monthly abstract account (Code form no. 55-B) referred to in rule 7 above.

**Rule 11.**—Immediately on the completion of a work costing between Rs. 2500 and Rs. 5000, the Civil officer shall submit a report out by his departmental direct to the Accountant-General for verification the Accountant-General authority for record.

**NOTE.**—A copy of each of the Manual forms and of Code forms 55-A and 55-B with illustrative entries has been issued with G. O. (P. W. D.) no. 3103 W-1352-1, dated the 11th December, 1915.

CIVIL OFFICERS' ACCOUNTS.

**650.** The completion bills (Code form no. 55-A) prescribed in C. 1466 will be submitted by the Civil officer to the Accountant-General direct. Such bills are required for all works carried out by Civil officers excepting those executed from imposts held under C. 1460(3). They constitute the completion reports, vide M 411 (c) note (3). After final audit the Accountant-General will transmit them to the office of final record, i.e., that of the authority who sanctioned the final fair estimate for the work, vide C. 821.

**NOTE.**—(1) In completion bills (Code form no. 55-A) on page 2 of the form under "Average covering the above expenditure," should be entered the details of actual expenditure by sub heads of estimates.

[Accountant-General's Cir. no. W.M 26, dated the 7th December, 1915]

**NOTE.**—(2) In the case of jail works "The estimated value of convict labour (if any) employed on a work" should be shown as a separate item, after the "details of expenditure" in the completion bill (Code form no. 55-A).

M 401

**651.** Civil officers will obtain all forms necessary for keeping their accounts in the manner above indicated by indenting direct on the Accountant-General for Code forms and the Government Press, Allahabad, for the Manual forms. Imprest-holders should be supplied with imprest cash books and forms of vouchers as necessary by the Public Works officers from whom they hold their imposts.

Charges for establishment and tools and plant.

**652.** Percentage charges on account of establishment will be adjusted in the schedules of expenditure against the grants concerned, in which full particulars shall be given showing how the amounts arrived at are given—vide C. 1885-I.

C. 1183, 111  
M. A. R.  
IX (note).

**NOTE.**—In regard to Local funds (District Boards) the adjustment is effected monthly, being one-twelfth of the annual contribution fixed by Local Government in the Local Self-Government department and communicated by the Accountant-General.

C. 1160.

[D. B. M., IV 23 Local Self Government notification no. 207 IX 82, dated 28th March 1916, para. 22.]

**653.** The percentages chargeable to Imperial funds [including Military works] are, under C. 1885, for establishment  $21\frac{1}{2}$  per cent. and for tools and plant  $1\frac{1}{2}$  per cent. on the outlay on works and repairs (excluding items named in C. 1885, clause VIII).

**NOTE.**—In the case of a work where the supervision required is small in comparison with the

**654.** In the case of contribution works in which the Local Government directs the levy of charges for establishment and tools and plant at a lower figure than that laid down in C. 1885, rules (I) and (IV), the percentage levied shall be distributed thus:—

B. R. 61  
no. 2421 W  
sl. nos. 1—

14 per cent. for Accounts establishment creditable to, "18—General Administration", 1 per cent to "45, Provincial—tools and plant," and the remainder to "45, Provincial—establishment."

M. 70.

**NOTE.**—When no reduction in the recovery of charges for establishment and tools and plant is ordered by the Local Government, the percentages prescribed in C. 1885, shall be levied.

## CHARGES FOR ESTABLISHMENT AND TOOLS AND PLANT.

M 302, 307  
B R file no.  
563-131.  
~~12, 302, 307.~~

**655.** Percentage charges for establishment and tools and plant are only to be assessed on items of actual work done by the Public Works department and not on mere payments made (Manual form no. 70).

The items of expenditure on which such charges are inadmissible are mentioned in C. 1855, clause IX.

An example showing how such charges are to be levied is given in Appendix 35 referred to in M. 307.

## Transfer accounts.

C 1307.

**656.** Transfer transactions of the department, viz., between divisions of the same branch in the province or outside the province and between different branches of the department, should be dealt with as laid down in C. 1307 to 1316; but transfer debits from Civil departments, such as (i) the Forest department for supplies, (ii) the Survey department, (iii) the Jail department (for material or for convict labour); (iv) the Mathematical Instrument dépôt at Calcutta, or (v) the Revenue department (for compensation paid for land), are not to be accounted for by the Divisional Engineer till intimation of the same is received by him from the Accountant-General.

C. 1624.

C. 1314  
C.A.C., 143A  
(2)(1).

**657.** Applications to the treasury for *remittance transfer receipts* should be made on Provincial form no. 155.

## Suspense accounts.

C. 1321.  
M.A.R., 204—  
208.

**658.** The records of the suspense transactions of the division will be maintained in the register of suspense transactions, Code form no. 30-C.

## Registers.

C. 1236-1301.

**659.** (a) The *registers of works* (Code form no. 30-A, Parts I and II) will be maintained in divisional offices in separate volumes for each sub-division.

[Accountant-General's circular no. W M-8, dated the 18th May, 1913]

(b) Divisional Engineers may require Sub-Divisional officers to maintain separate registers in their offices, and in such cases the registers will be posted up from the completed work abstracts returned by the divisional officers.

[Accountant-General's circular no. W M-45, dated the 9th January, 1913]

O. 1305.

**660.** A *register of sanctioned estimates* in Code form no. 41-C, must be also maintained in the Superintending Engineer's office for all original works under Public Works control and for all repairs to be carried out by Public Works agency in his circle, vide M. 102, 323.]

C. 1305.

**661.** Every Controlling officer, as defined in M. 666 must maintain a *register of appropriations* in Code form no. 41-J, for all funds and works under his control, vide M. 700.

## Chapter XII.—Budget Rules and Annual Reports.

(Dealing chiefly with Chapters XIV, XVI, XVII and XVIII of volume II of the Public Works Code.)

	Para.		Para.
General rules	662	Estimate for repairs not to include new works	725
Heads of departments and Works administratively controlled by each	673	Increase and decrease of budget grants	726
Preparation of budget estimates	674	Annual report on bridges on metalled roads	727
Expenditure against budget allotments	690	Administration report	731
Appropriations, re appropriations and transfers	701	Works constructed by private individuals	746
Reserves	715	Annual report on Naini Tal	749
Accommodation for travellers and inspecting officers	721	Annual report on the Kaiser Bagh at Lucknow	750
Government property in Direction offices	724	Annual report on the Residency buildings at Lucknow	751

### General rules.

**662.** All expenditure incurred on public works, as recognized in the Public Works Code, is chargeable to one or other of the following funds, viz. :— C. 1774.

- 33 Famine Relief,
35. Protective Irrigation Works,
45. Civil Works—Imperial,
- 45 Civil Works—Provincial,
47. Military Works—Imperial,

and a budget estimate is prepared annually for each of the above funds by the Local Government in the Public Works department under the rules laid down in chapter XIV of volume II of the Code. C. 1783.

The cost of special establishments employed in the preparation of programmes of famine relief works, irrespective of the nature of the works included in the programme, when incurred in the Buildings and Roads branch, is adjusted under transfers for incorporation in the accounts of the Irrigation branch against the budget estimate for "35. Protective Irrigation Works" which is prepared in that branch. C. 1959.

## GENERAL RULES.

**663.** The following rules regulating the control and powers of district boards in the matter of public works, and the nature of works which can be carried out by the board's own agency, are extracted from Local Self-Government department notification, no. 207/IX—82, dated the 28th March, 1916 (paragraphs 11 and 12):—

\* \* \* \* \*

(11) The board shall maintain and control all public roads in the district other than roads maintained by Government (in any department) or by cantonment authorities, municipal boards or notified area or town area committees, all bridges and culverts, inspection bungalows, sarais, and paras on such roads, all the buildings of schools, dispensaries, and other local institutions under its direct management, and its own office building.

(12) The following works shall be carried out by a board by its own agency:—

- (1) the construction of any new work under its administrative control not exceeding Rs. 3,000 in cost provided it is not subsidiary to a work in the charge of the Public Works department,
- (2) an addition or alteration to any work of an original value not exceeding Rs. 3,000 which is under its administrative control, without regard to the agency by which it was constructed,
- (3) the maintenance of unmetalled roads with their accessories, provided that in the case of large bridges situated on these roads the board may apply to the Commissioner for the maintenance of such bridges by the Public Works department: the Commissioner may then represent such cases to the Superintending Engineer for the orders of Government;
- (4) the repairs of all works of the classes mentioned in clauses (1) and (3).

*Note*—In the Kumaon division where many unmetalled roads are maintained either directly or indirectly by the Public Works department, existing arrangements will continue; the district board may also arrange with the Public Works department that the latter will deal not only with the roads but also with the bungalows upon them.

\* \* \* \* \*

M. 448, 458.

**664. Agency.**—The agency by which a work is carried out must be distinguished from the *executive control* under which it is placed.

M. 448, 458.

**665.** Works under Public Works control, i.e., for which provision of funds has been duly passed in any of the sanctioned budgets of the Public Works department (C. 1499), are usually executed by the agency of the Public Works executive establishment, but in certain cases detailed in M. 448, C. 828, "*other agency*" is, with the sanction of the Local Government, employed. In such cases, although the agency is furnished with funds through the Public Works department, and the expenditure is accounted for under Public Works department rules and audited by the Accountant-General, vide C. 1458, 1947, the executive Public Works department establishment has no concern with the execution of the work or with the expenditure. It is however available for giving advice when called upon to do so, and in special cases prescribed by the Local Government [e.g., certain jail works, M. 460] it is responsible for inspecting and issuing instructions in regard to works of this class.

## GENERAL RULES.

Such buildings as are constructed by "other agency" under M. 448 and buildings which, though constructed by the Public Works department and hitherto maintained by that department, are added to or altered by "other agency," will, from the date of construction or of alterations and additions, be maintained by the department under whose agency the work is carried out.

B. B. file no.  
141B/3, serial  
no. 18, Bhar-  
thana (Hta-  
wab).

B B file no.  
1800-1-W.

**666. Controlling officer.**—This term is used to denote the officers and public bodies who are responsible to Government for the due appropriation of the allotments in the sanctioned Public Works budgets, or of the reserves entrusted to them, for works and repairs to be executed by the agency of the Public Works department. Thus in regard to funds for original works in an Imperial or Provincial department the Head of the department is the "Controlling officer" for that department. In regard to all funds for repairs under Public Works control the "Controlling officer" is the Superintending Engineer, except for the works of the Imperial Government and Municipalities.

M. 385 (C)

General of I of Land Records and Agriculture, Commissioners of divisions, Cantonment Committees, and Municipal Boards are the "Controlling officers" for repairs provided in Public Works department budgets and carried out by their respective agencies.

*Note.*—In regard to district board works the provision of funds is under the control of the District Board concerned, subject to the sanction of the Commissioner of the division.

D. B. M., IV  
16.

**667. Funds.**—The following brief outline of the process by which funds are provided for the execution of Provincial public works explains the terms "grant," "allotment," "appropriation," "re-appropriation," and "transfer" as used in this Manual.

**668.** After consideration of the details of budget demands for the coming year the Local Government in the Financial Department decides the amounts for adoption under "45. Civil Works, Provincial," and these are taken as the budget grants for the year.

C. 1815.

**679.** The provision for individual works or items of expenditure as entered in the "final issues" of the Imperial and Provincial budget estimates, are called the "budget allotments."

C. 1870.

**670. Appropriations, Re-appropriations, and transfers.** The specific assignment (after a budget is finally issued) of an allotment to the work for which it is allotted in the budget estimate, or of a sum from a reserve to a work, is called an "appropriation." The specific assignment to a work of funds which have been already allotted or appropriated to another work is called a "re-appropriation." Re-assignments of funds already appropriated against an estimate to one superseding it, and changes in the distribution of funds between one "agency" and another, and in the distribution of reserves between Controlling



## GENERAL RULES.

M. 392.

officers, or between major heads of classification are called "*transfers*."

M. 385

**671.** No expenditure on a work can be passed by the Accountant-General as unobjectionable until an appropriation or a re-appropriation of funds sufficient to cover it has been made by proper authority under the rules in M. 690 to 720. The mere intimation in a letter that a grant or an allotment has been provided is no authority for incurring expenditure. In all cases an appropriation or a re-appropriation is necessary, C. 1875.

**672.** Assignments by the Financial department for works chargeable against Provincial funds as well as assignments by the Government of India for Imperial works, and allotments by the Director-General of Posts and Telegraphs and the Postmaster General for minor Imperial works, are not appropriations and must not be accepted as authority for commencing the works. They are treated as additions to the Public Works department budget grants, pending formal appropriation by the Local Government in the Public Works department as soon as the estimates are sanctioned. See also M. 726.

### Heads of departments and Works administratively controlled by each.

**673.** The following schedule details the various Imperial and Provincial departmental Heads and the classes of works under their respective administrative and financial control [corresponding to the classification detailed in M. 394]. With a few exceptions (specially indicated), each departmental Head corresponds direct with the Secretary to the Government, United Provinces, Public Works department, on all matters relating to the budget estimate for *original works* of the classes for which he is responsible as indicated in this schedule.

Major head.	Service head.	Main head.	Sub-head.
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### GENERAL OFFICERS COMMANDING DIVISIONS.

(All correspondence regarding budgets and funds between General Officers and the Local Government is carried on through the Superintending Engineer of the circle).

Imperial— Military Works.	All Imperial—Military works under the administrative control of the Military authorities, as detailed in M. 394 (including "original works" connected with encamping grounds, store depôts, and wells, when constructed for military purposes from Imperial funds).
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# HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY CONTROLLED BY EACH.

Major head.	Service head.	Main head.	Sub-head.
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## THE INSPECTOR-GENERAL OF FORESTS.

Imperial— Military Works.	Any military building under the administrative control of the civil authorities occupied by the Forest department.		
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## THE PRINCIPAL, FOREST COLLEGE, DEHRA DUN.

Imperial— Civil Works.	Civil buildings ...	Forests ...	Forest College buildings.
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## THE PRESIDENT, RESEARCH INSTITUTE, DEHRA DUN.

Imperial— Civil Works.	Civil buildings ...	Forests ...	Forest Research Institute.
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## THE COMMISSIONER OF NORTHERN INDIA SALT REVENUE.

Imperial— Military Works.	Any military building under the administrative control of the civil authorities occupied by the Salt department.		
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Imperial— Civil Works.	Civil buildings ..	Salt ...	All buildings.
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## THE OPIUM AGENT, BENARES AGENCY.

*(All correspondence regarding budgets and funds between the Opium Agent and the Local Government is carried on through the Board of Revenue, United Provinces.)*

Imperial— Military Works.	Any military building under the administrative control of the civil authorities occupied by the Opium department.		
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Imperial— Civil Works	Civil buildings ...	Opium ...	All buildings.
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## THE DIRECTOR-GENERAL OF POSTS AND TELEGRAPHS.

Imperial— Military Works.	Any military building under the administrative control of the civil authorities occupied by the Post or Telegraph department.		
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Imperial— Civil Works	Civil-buildings ...	Post offices Telegraphs ...	} All buildings.

## THE AGRICULTURAL ADVISER TO THE GOVERNMENT OF INDIA.

Imperial— Civil Works	Civil buildings ...	Minor departments	Imperial laboratories.
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## THE DIRECTOR-GENERAL OF OBSERVATORIES IN INDIA.

Imperial— Military Works	Any military building under the administrative control of the civil authorities occupied by the Meteorological department.		
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Imperial— Civil Works.	Civil buildings ...	Meteorological ob- servatories.	All buildings.
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### HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY CONTROLLED BY EACH.

Major head.	Service head.	Main head.	Sub-head.
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#### THE DIRECTOR GENERAL OF INDIAN MEDICAL SERVICE.

Imperial— Military Works	Any military building under the administrative control of the civil authorities occupied by the Indian Medical Service department.		
Imperial— Civil Works	Civil buildings ..	X-Ray Institute at Dehra Dun Any other buildings	} All buildings.

#### THE SUPERINTENDENT OF THE TRIGONOMETRICAL SURVEY OF INDIA.

Imperial—Military Works	Any military building under the administrative control of the civil authorities occupied by the Survey of India department.		
Imperial—Civil Works.	Civil buildings ...	Trigonometrical branch office at Mussooree, Dehra Dun district	All buildings.

#### THE SENIOR GOVERNMENT INSPECTOR OF RAILWAYS AT LUCKNOW.

Imperial—Military Works	Any military building under the administrative control of the civil authorities occupied by the department of the Government Inspector of Railways.		
Imperial—Civil Works	Civil buildings ...	Minor departments	Office of the Government Inspector of Railways at Lucknow.

#### THE ACCOUNTANT-GENERAL.

Imperial—Civil Works.	Administration ..	Treasury and Car- rency buildings.	All buildings.
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#### THE CHIEF SECRETARY TO GOVERNMENT IN THE GENERAL DEPARTMENT.

Imperial—Military Works	Any military building under the administrative control of the civil authorities occupied as residences for officers of the civil department for which capital and revenue accounts are maintained.		
Imperial—Civil Works	Civil buildings ..	Ecclesiastical ..	Residences for chaplains.
Provincial— Civil Works.	Ditto	Departments con- cerned.	Residential buildings for civil officers for which capital and revenue accounts are kept up.

#### SECRETARIES TO THE LOCAL GOVERNMENT.

Imperial—Military Works.	Any military building under the administrative control of the civil authorities occupied as residences by officers of their respective departments, for which capital and revenue accounts are not kept up.		
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HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY  
CONTROLLED BY EACH.

Major head	Service head	Main head.	Sub-head.
SECRETARIES TO THE LOCAL GOVERNMENT.			
Provincial— Civil Works	Civil buildings ..	Department concerned.	Residential buildings for which capital and revenue accounts are not kept up.
THE COMMANDANT, IMPERIAL CADET CORPS, DEBRA DUN.			
Imperial—Civil Works.	Civil buildings ..	Miscellaneous ...	Imperial Cadet Corps lines at Debra Dun.
COMMISSIONERS OF DIVISIONS.			
Imperial—Civil Works.	Civil buildings ...	Ecclesiastical ...	Churches and open ceme- teries.
Provincial— Civil Works	Ditto ...	Administration .	Lock-ups detached from jail and police build- ings Additions and alterations to existing treasuries.
Ditto ..	Ditto ..	Minor departments	Museums and scientific institutions.
Ditto ...	Ditto ...	Ecclesiastical ...	Churches and open ceme- teries.
Ditto ...	Ditto ...	Miscellaneous ...	Provincial charitable ins- titutions.
Ditto ..	Communications...	Ferries ...	All public ferries.
Ditto ..	Ditto ..		
Ditto ...	Miscellaneous public improve- ments	Improvements in towns	Town halls and public libraries, public offices and rooms, city walls and gates, public parks and gardens, and other general improvements of a provincial char- acter.
Ditto ...	Ditto ..	Water supply ..	Lakes, reservoirs and tanks, wells, rivers, and weirs.
Ditto ..	Ditto ...	Sewage, drainage and protective works	Provincial drainage cuts, provincial bunds and embankments, provin- cial fencing.

HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY  
CONTROLLED BY EACH.

Major head.	Service head.	Main head.	Sub-head.
<b>CONSERVATORS OF FORESTS.</b>			
Provincial— Civil Works.	Civil buildings ...	Forests ...	All buildings in charge of the Public Works department except Forest colleges and schools.
<b>THE BOARD OF REVENUE.</b>			
Imperial— Military works.	Any military building under the administrative control of the civil authorities occupied by the Revenue department.		
Imperial— Civil Works	Civil buildings ..	Opium ...	All buildings (see the note under the Opium Agent, Benares Agency).
Provincial— Civil Works	Ditto ...	Administration ...	Land Revenue buildings (including the Board's office). Excise buildings.
<b>THE PRIVATE SECRETARY.</b>			
Provincial— Civil Works.	Civil buildings ...	Administration ...	Residences for Local Governments.
<b>THE DIRECTOR OF LAND RECORDS AND AGRICULTURE</b>			
Imperial— Military Works.	Any military building under the administrative control of the civil authorities occupied by the department of Land Records and Agriculture		
Provincial— Civil Works.	Civil buildings ..	'Agriculture' ...	Patwari schools. ✓
Ditto ...	Ditto ...	Vinor departments.	Experimental farms. Botanical gardens Traffic registration posts.
<b>THE REGISTRAR OF THE HIGH COURT.</b>			
Imperial— Military Works.	Any military building in the North-Western Provinces under the administrative control of the civil authorities, occupied by the Judicial department.		
Provincial— Civil Works	Civil buildings ...	Law and Justice—	High Courts and District Courts, North-Western Provinces Suttor's sheds in the compound of ditto Pleasers' chambers and subsidiary buildings attached to ditto. Circuit and Sessions houses in the North-Western Provinces. Cantonment Magistrates' Courts, North-Western Provinces.

# HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY CONTROLLED BY EACH.

Major head	Service head.	Main head.	Sub-head.
<b>THE JUDICIAL COMMISSIONER OF OODH.</b>			
Imperial— Military Works. Provincial— Civil Works.	Any military building in Oodh under the administrative control of the civil authorities occupied by the Judicial department.		
	Civil buildings ...	Law and Justice...	The Judicial Commissioner's Court, Lucknow. District Courts, Oodh. Seditious' sheds in the compound of ditto Plunders' chambers and subsidiary buildings attached to ditto. Circuit and Sessions houses in Oodh. Cantonment Magistrates' Courts in Oodh.
<b>THE INSPECTOR-GENERAL OF PRISONS.</b>			
Imperial— Military Works Provincial— Civil Works	Any military building under the administrative control of the civil authorities occupied by the Jail department		
	Civil buildings ...	Jails	Central jails, district jails, other jail buildings, including the Inspector-General's office, and lock-ups attached to jails.
<b>THE INSPECTOR-GENERAL OF POLICE.</b>			
Imperial— Military Works. Provincial— Civil Works.	Any military building under the administrative control of the civil authorities occupied by the Police department		
	Civil buildings ...	Police	All buildings (including the Inspector-General's office and all lock-ups and hospitals attached to police buildings).
<b>THE DIRECTOR OF PUBLIC INSTRUCTION</b>			
Imperial— Military Works. Provincial— Civil Works.	Any military building under the administrative control of the civil authorities occupied by the Educational department.		
	Civil buildings ...	Educational	Government colleges. Government schools. The Thomason College, Roorkee. Normal schools. Industrial schools. Model Girls' schools. Technological Institute at Cawnpore. Reformatory schools. School at Amroha. School at Hathras

# HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY CONTROLLED BY EACH.

Major head.	Service head.	Main head.	Sub-head
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## THE INSPECTOR GENERAL OF REGISTRATION

Imperial—Military Works	Any military building under the administrative control of the civil authorities occupied by the Registration department		
Provincial—Civil Works	Civil buildings ..	Miscellaneous ..	Registration buildings.

## THE INSPECTOR-GENERAL OF CIVIL HOSPITALS.

Imperial—Military Works	Any military building under the administrative control of the civil authorities occupied by the Medical department.		
Provincial—Civil Works	Civil buildings...	Medical ...	Medical colleges and schools. Provincial lunatic asylums. Provincial hospitals and dispensaries (including mortuaries not attached to local institutions). Provincial laboratories.

## THE CHIEF ENGINEER, BUILDINGS AND ROADS BRANCH.

Imperial—Military Works	Any Imperial military works (as detailed in M. 394) which are not under the administrative control of the military or civil authorities.		
Imperial—Civil Works	Civil buildings ...	Minor departments	The residence for the Ex-Ambt of Kabul The Office of the Senior Government Inspector of Railways, Lucknow.
Provincial—Civil Works	Ditto ...	Administration...	Secretariat offices (including the Accountant-General's office).
Ditto ...	Ditto ...	Miscellaneous ...	Printing (Press buildings).

## SUPERINTENDING ENGINEERS

Imperial—Military Works.	Any military building under the administrative control of the civil authorities which are unoccupied, or occupied as residences by private individuals.
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*Note—Superintending Engineers also collect from General Officers Commanding Divisions and include in their Budget estimates particulars regarding Imperial—Military Works under the administrative control of the Military authorities.*

**HEADS OF DEPARTMENTS AND WORKS ADMINISTRATIVELY  
CONTROLLED BY EACH.**

Major head.	Service head.	Main head	Sub head.
Provincial—Civil Works.	Civil buildings ...	Minor departments	Monuments including old cemeteries Antiquities including buildings of architectural and historical interest.
Ditto ...	Ditto ...	Miscellaneous ...	Provincial—Public Works buildings
Ditto ...	Communications	Metalled roads ...	Renewals, maintenance, bridges and culverts, inspection bungalows and other buildings.
Ditto ...	Miscellaneous public improvements	Sewage, drainage, and protective works.	Provincial navigation works.
Imperial and Provincial.	Communications	Arboriculture ...	Arboricultural operations on Provincial and Imperial roads

**Preparation of Budget Estimates.**

**674.** The budget estimates drawn up for the use of the Local Government must, under the rules laid down in C. 1812 to 1845, be in full detail for every work and unit for the execution of which a separate estimate has to be prepared and sanctioned. These details are considered necessary for the proper financial control of the work and expenditure in progress, and must be prepared according to the classification in M. 391, which is based on appendix 22 of volume III. of the Public Works department Code.

**675.** (I) *Forms of budget estimate*—Each budget estimate is divided into five parts with appendices. Rules for guidance in the preparation of Part (a) I (original works) and of Part (a) II (repairs) are given in C. 1818 to 1836; Part III (establishment) in C. 1837 to 1842; and Part IV (tools and plant) in C. 1843, 1844.

(II) *The manuscript budget estimates* submitted by Heads of departments, Commissioners of divisions and Superintending Engineers should be prepared in the forms (c) issued with G. O. the 17th July, 1911, con-

C. 1812.



## PREPARATION OF BUDGET ESTIMATES.

(Manual form no. 151).—*Budget estimate of items of sanctioned expenditure.*

M.678.

- (i) Items of expenditure to be incurred in the budget year on "original works" likely to remain incomplete at end of the current year.
- \*(ii) Items of expenditure under "repairs" for the upkeep of roads and buildings to which additions have been carried out or which have newly been taken over by the Public Works department, the financial effect of which has been considered in connection with the demands of the budget year.
- \*(iii) Items of expenditure under "establishment" including sums required, i.e., salaries on incremental scale, also for variations in the amount for travelling allowances and other items of office contingent charges (G A C, 155).

(Manual form no. 152).—*Schedule of new expenditure.*

## I.—RECURRING EXPENDITURE.

- \*(i) *Repairs*.—Items of expenditure for upkeep of buildings and roads newly constructed.
- \*(ii) *Establishment*.—Items of expenditure in connection with new permanent establishment sanctioned or proposed, or increase in pay and allowances of existing permanent establishment, but excluding charges on account of salaries on the incremental scale which should be shown in Manual form no 151.
- \*(iii) *Tools and plant*.—Items of expenditure for upkeep of newly purchased machinery or tools and plant.

(Manual form no. 153).—*Schedule of new expenditure.*

## II.—NON-RECURRING EXPENDITURE

- (i) *Original works*.—Items of expenditure for the construction of all new buildings, roads, etc., and special repairs to newly purchased buildings, also lump amounts at disposal of Heads of departments to meet unforeseen demands for petty works.
- \*(ii) *Repairs*.—Amount required for special repairs not entailing any yearly expenditure for upkeep.
- \*(iii) *Establishments*.—Amount required on account of temporary establishment for short periods.
- \*(iv) *Tools and plant*.—Items for which no extra grant for repairs or upkeep will be needed.
- \*(Manual form no 154).—*Distribution of the Provincial establishment charges proposed for expenditure in the budget year.*
- \*(Manual form no. 155).—*Statement showing the numerical strength of the sanctioned establishment in each circle, divisional and sub-divisional office.*
- \*(Manual form no 156).—*Distribution of the charges under tools and plant proposed for expenditure in the budget year.*
- \*(Manual form no 157).—*Abstract budget estimate of "revenue" under Civil Works—Imperial and Civil Works—Provincial.*
- \*(Manual form no 158).—*Statement showing the savings anticipated on the grants sanctioned in the current year's budget.*

NOTE.—(1) The Superintending Engineers alone will collect and submit to Government in the Public Works department the information in connection with items marked with an asterisk \*.

Manual form nos 152 and 153 shall be prepared separately for permanent and temporary establishment in each circle.

### PREPARATION OF BUDGET ESTIMATES.

NOTE.—(2) Along with the manuscript budget estimates, each Superintending Engineer and the Sanitary Engineer, will submit in the following form full particulars in respect of fees payable for (1) contribution, and (2) sanitary and drainage works. Separate statements being submitted for each of the two classes of works.—

[illegible]

**676.** Along with the budget estimates and statements prescribed in M. 675; Superintending Engineers will submit for their respective circles, collected copies of the under-mentioned Appendices.

*Appendix D.*—Detail of the cost of ordinary repairs to Provincial civil buildings

*Appendix E.*—Detail of the cost of ordinary repairs to Provincial trunk roads including grant for arboriculture.

Appendix F.—Detail of the cost of ordinary repairs to boat-bridges and ferries.

Appendix G.—Detail of the cost of ordinary repairs to accommodation for travellers, &c.,—

- (i) staging bungalows,
- (ii) encamping grounds,
- (iii) store dépôts, and
- (iv) wells.

Appendix H—Detail of the cost of ordinary repairs to miscellaneous public improvements

*Appendix I*—Detail of the cost of petty executive establishment for provincial roads, public works godowns and other provincial buildings.

NOTE - (1) Appendices D and E are maintained on separate sheets for each district. A reprint is issued when corrections are numerous.

NOTE.—(2) Appendices F, G, H and I, contain entries for the whole province, and fresh copies are printed up and distributed, annually.

NOTE.—(3) The corrections in these appendices should correspond with the figures shown in the budget estimates and schedules described in M. 676.

G. O. (P.W.  
D.) no 128  
67A/6B-1  
1915, date  
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G. O (P W  
D ) no 132  
221/12B-4  
dated 27-7  
1909.

## PREPARATION OF BUDGET ESTIMATES.

**677.** Parts I and II of the budget estimates of the Province are compiled by the Local Government in the Public Works Secretariat from information collected from the following sources :—

(a). *Civil Works—Imperial (C. 1793).*

- |                       |     |  |
|-----------------------|-----|--|
| (i) Works in progress | ... | } Information supplied by Superintending     |
| (ii) Repairs          | ... | } Engineers.                                 |
| (iii) New works       | ... | Information supplied by Heads of departments |

(b). *Civil Works—Provincial (M. G. O., X, 1306 to 1311).*

- |                    |     |   |
|--------------------|-----|---|
| (i) Original Works | ... | Information supplied by Heads of departments, Commissioners of divisions, and Superintending Engineers. |
| (ii) Repairs       | ... | Information supplied by Superintending Engineers  |

**678.** The budget estimates will be prepared in the office of the Heads of Imperial and Provincial departments in the forms described in M. 675 and submitted to the Local Government in the Public Works department annually by the dates specified, accompanied by the register of sanctioned projects (M. 287).

(a) Civil Works, Imperial—1st September.

(b) Civil Works, Provincial—15th August

**NOTE**—In the case of "Provincial" funds, the Departmental heads should make up their budget estimates on the following principle, limiting the demand to the average of the past three years' sanctioned budget grant—

(a) Works ...

(b) New works—Only works for which finally sanctioned estimates exist should be

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10 25th

**679.** Similar budget estimates and registers of sanctioned projects for contribution works and for archaeological works to be undertaken in the ensuing year will be submitted by Superintending Engineers with their Provincial budget estimates, vide M. 287.

**680.** The Superintending Engineer will furnish each Departmental head, as soon after the 15th July as possible, with a list (Manual form no. 160) of all Public Works agency works of that department in his circle which are likely to remain uncompleted at the close of the current year and the amount of the provision which, in his opinion, should be made in each case to enable the work to be carried on effectively in the year following.

M 680

M. 682.  
M. G. O., X,  
1306

PREPARATION OF BUDGET ESTIMATES.

**681.** The titles of the various estimates should be accurately quoted in the column headed "project and work." The number and date of the order according final sanction to the fair project must be quoted against each item in the column of remarks. If there is no sanctioned fair project, the number and date of the order according administrative sanction must be quoted.

M. 678.

**682.** Except under circumstances of extraordinary urgency, no entry of an original work which has not received administrative sanction will be allowed to stand in the final issue of the budget estimates.

M. G. O., X,  
1306  
M. 678.

**683.** The entries under "repairs" in the budget schedules, prescribed in M. 675 should be as concise as possible, the description of the structure or road being confined to stating what and where it is. All structures or roads of the same kind in one district should be grouped together, arranged as far as possible in the alphabetical order of their localities.

M. 344A.

**684.** Specific provision should be made in the schedule of new non-recurring expenditure under "repairs" for all special repairs for which there are sanctioned estimates; the reserves are intended to provide for such special repairs only as were not foreseen or definitely determined upon when the budget estimates were framed.

C. 1831, 1835  
M. 675.

**685.** Part III of the budget estimate, dealing with "establishment", is compiled in the Public Works Secretariat from information furnished:—

M. 675.

- (i) *By the Chief Engineer*—regarding the Engineer and Subordinate establishments and the Public Works Secretariat office establishment;
- (ii) *By the Sanitary Engineer*—regarding his own and the Assistant Sanitary Engineer's office establishments;
- (iii) *By the Electric Inspector*—for his office establishment;
- (iv) *By the Consulting Architect*—for his office establishment;
- (v) *By the Superintending Engineers*—regarding the office establishments under their control in the circle, divisional and sub-divisional offices (accountants in divisional offices included), also permanent petty executive establishment

**686.** *Supplementary schedules* of demands representing absolutely unavoidable expenditure under "45. Civil Works—Provincial" with explanation for non-inclusion of the items in August (M. 678), may be submitted to the Civil Works department not later than in case of proposals involving large amounts, i.e., over Rs. 10,000 each, by the first week of February.

M. G. O., X,  
1307.

Such of the demands as may be passed by the Financial department will be included in the final issue of the Provincial—Civil Works budget, and intimation sent in advance to the Head of the department and to the Superintending Engineer of the circle concerned.

## PREPARATION OF BUDGET ESTIMATES.

**687.** (I) *Civil Works—Imperial.* By the 15th of January copies of the preliminary budget estimates will be furnished to Heads of departments, and Superintending Engineers. On their receipt, Superintending Engineers will communicate by letter to the various Departmental heads any alterations in, or additions to, the provision for uncompleted works in their circles as therein shown which they may wish to recommend. Heads of departments will then intimate finally to the Secretary to Government in the Public Works department any additions and alterations in the budget estimates which they consider necessary, not later than 15th February. After that date no suggestions involving alterations in the budget estimates can be entertained.

P. W. D. Cir.  
no. 5-P.W.  
37A, dated  
25.7.1914  
(para. 5).

(II) *Civil Works—Provincial.* (A) Soon after the first week of October, when the schedules of new expenditure under "Civil Works—Provincial" (Manual form nos. 152 and 153, described in M. 675) have been scrutinized by the Finance Committee and orders of Local Government passed thereon, a list of the works which it is proposed to include in the budget estimate for the ensuing year will be furnished to Superintending Engineers in order that preliminary arrangements, such as, calls for tenders, etc., may be put in hand in sufficient time to permit of the commencement of work at the earliest possible moment after 1st April.

(B) Early in November of each year, Divisional Engineers with figures of actual outlay available for *seven months*, and guided by the principle that work done in one month is paid for in the next month, will frame a forecast (as accurate as possible) of the expenditure to be incurred during the remaining *five months*. The difference between the sanctioned grant and the computed outlay so worked out, for such work, will give the amount for which provision should be made in the ensuing year's budget. In order therefore to ensure due provision for (1) value of work done in March to be paid for in April, and (2) any alterations in, or additions to, the amounts previously intimated in July for works anticipated to remain incomplete at the close of the current year, a report in Manual form no. 160 should be submitted by each Divisional Engineer through the Superintending Engineer and the Head of the department concerned to reach the Public Works department Secretariat by the first week of December, at latest.

M. 680

P. W. D. Cir.  
no. 5-P.W.  
37A, dated  
25.7.1914,  
(para. 5).

**688.** The proposals contained in the departmental budget estimates will after proper sanction, be adopted in the consolidated budget estimates of the province.

**689.** No additions to, or alterations in, the final budgets may be made without the sanction of the Local Government; and no appropriations, re-appropriations, or transfers of funds may be made without its previous sanction, except as hereinafter provided for.

M 726.

## Expenditure against budget grants.

**690.** Power to sanction expenditure entails (a) power to sanction projects, (b) power to appropriate funds. The powers vested in Civil authorities to sanction projects are detailed in M. 389, 390; the following rules define their powers in regard to the appropriation of funds.

C. 1945

**691.** On the publication of the printed budgets, the allotment for works and repairs to be carried out from grants provided in the Public Works department budgets by agencies other than the Public Works department, as explained in M. 664, 665, will be available for expenditure by the agencies concerned, under the following rules, which, though drawn up for Public Works agency works, will apply in principle, *mutatis mutandis*, to all other works for which grants are provided in the Public Works department budgets.

**692.** All uncompleted original works and special repairs of the previous financial year, under "Imperial" and "Provincial" are, in the absence of orders to the contrary, to be continued, without intermission, in the new year. Careful compliance with the provisions of M. 678, 680 and 687, will usually have ensured adequate budget provision for their prosecution, but in order to provide for any omissions the procedure indicated in M. 694, 695, will be followed.

C. 1878

M. 250. 400

NOTE.—In regard to Local works the further prosecution of incomplete works is always subject to the extent of funds provided and passed in the District Board's schedule 9, communicated to the Public Works department.

**693.** Uncompleted road metal renewal collection sanctioned during a previous financial year will be proceeded with in anticipation of sanction to the estimate for the new year, in which provision will be made for the balance of expenditure, vide M. 350.

D. B. M.,

VIII, 18.

D. B. M.,

IV, 9 to 13.

M. 250. 350.

E. 4

**694.** A report in Manual form no. 160, showing all works remaining uncompleted on the 31st March, and the sums required for completion will be submitted for the orders of Government:—

- (a) On the 5th April, by the Sub-Divisional officer, through the Divisional Engineer to the Superintending Engineer of the circle;
- (b) On the 25th April, by the Superintending Engineer to the Head of the "Imperial" or "Provincial" department concerned; and
- (c) On the 5th May, by the Head of the department concerned to the Local Government in the Public Works department.

In this statement against each work the Head of the department will state how the extra expenditure is to be met, i.e., by savings or by reappropriation from any particular item or items of work in his own budget.

Works for the completion of which Rs. 500 or less is required will not be shown in these reports.

NOTE.—Similar reports in regard to Local works should be furnished by the Sub-Divisional officers direct to the District Board concerned.

## EXPENDITURE AGAINST BUDGET GRANTS.

D. I

**695.** Guided by these statements, Heads of departments should, directly they receive details of the sanctioned budgets, intimate to Superintending Engineers by letter (or if necessary, by telegram), whether expenditure on any, and if so, which, of the budget items must be postponed or restricted. On receipt of this intimation from any controlling officer, the Public Works department will accept the allotments in the published budget estimate (as modified by the restrictions and reservations thus communicated) as constituting, *ipso facto*, the appropriations for the whole of the remainder of the budgetted *original works* of that department with which they are respectively concerned for which there are sanctioned estimates. No further appropriations will be required for any original work for which there is a sanctioned estimate up to the extent of the budget provision, as modified by the restrictions and reservations communicated by the controlling officer concerned.

M.385.

C. 1790.

D. B. M., IV,  
13, 15, 18.

the 11th April.

C.A.C., I., 153,  
G.O. (P.W.  
D.) no. 185-  
GB-1A, dated  
14-2-1912,  
M. 712.

**696.** As under the budget rules expenditure for which no provision has been made in the budget estimates of the current year cannot take effect before the ensuing financial year, the under-mentioned points in connection with the budget estimates for public works under "45. Civil Works—Provincial," should receive careful attention—

(i) "The statement of expenditure of money set forth in the Budget Rules of

(ii)

alterations on account of funds required to complete unfinished works;

(iii) the lump grants passed in the budget for items of *new expenditure* for which detailed projects have not been prepared and sanctioned, should not be proposed for re-appropriation to meet new unforeseen expenditure. Savings or lapses occurring under the lump sum grants should be reported for relinquishment to the financial department.

(iv) Early steps should be taken to have the detailed estimates prepared and sanctioned for those items included in the budget for which the detailed estimates have not been sanctioned.

C.A.C., I., 153.

(v) Applications for re-appropriation of funds to meet expenditure not provided in the budget should be submitted in Public Works department Code form no. 41-II for the sanction of Government

**697.** If no modifications are to be made in the budget estimate it will still be necessary for the departmental head to communicate to each Superintending Engineer in whose circle there are works belonging to that department to be carried out, instructions to the effect that there are no modifications and that the budget allotments affecting his circle are available as they stand. In all cases a copy of the instructions must be simultaneously furnished to the Accountant-General.

## EXPENDITURE AGAINST BUDGET GRANTS.

**698.** The budget allotment for repairs is in all cases available for expenditure, to the extent of each allotment and estimate, on the particular service head and main head for which it is assigned in the budget, without further appropriation, as soon as the estimate has been sanctioned. The sanctioning of an estimate for annual repairs or maintenance will be understood to affect, *ipso facto*, the appropriation to the extent of the sanctioned estimate of any unappropriated balance of the budget allotment for the particular service head and main head (or main heads) of repairs covered by the estimate sanctioned.

C 1790

**699.** Similarly when there is an existing sanctioned estimate, or when a new estimate is sanctioned, for a special repair, funds to the extent of the unexpended balance of the estimate will be deemed to be, *ipso facto*, appropriated to it from the unappropriated balance of any budget allotment which there may be for the work.

**700.** Care must be taken that all appropriations and re-appropriations [including *ipso facto* appropriations under M. 695, 698 and 699, and transfers under M. 702] are duly posted into the registers of appropriations of the Controlling and Departmental officers concerned, and that funds thus appropriated are not reassigned to other purposes except by formal re-appropriations made in the manner prescribed in M. 712, 713.

M. 661, 7

C 1299, 13

## Appropriations, re appropriations and transfers.

**701.** The rules regarding appropriations and re-appropriations of funds are contained in C. 781 and 1435 to 1438.

NOTE.—For communication of allotment of funds by Superintending and Divisional Engineers Manual form nos. 161 and 162 shall be used

**702.** When a revised estimate, or a final estimate superseding preliminary estimates, is sanctioned, the funds appropriated against the superseded estimates are, *ipso facto*, transferred to the new estimate.

M. 329A, 3

898.

**703.** The following classes of appropriations and re-appropriations of funds and of transfers between reserves cannot be effected without the previous sanction of the Local Government:—

M. 712

## (a) Civil Works—Imperial

Subject to the limitations of C 1876(d)—

- (i) Between departmental heads (original works, repairs, establishment, tools and plant and suspense)
- (ii) Between service heads (civil buildings, communications and miscellaneous public improvements).

(iii) . . . . . r work (i.e., a  
performed in any

(iv) . . . . . the probable  
England, report

- (i) Between Departmental heads (original works, repairs, establishment, tools and plant and suspense)
- (ii) Between service heads (civil buildings, communications and miscellaneous public improvements).



## APPROPRIATIONS, RE-APPROPRIATIONS AND TRANSFERS.

C. 1899

[G. O. (P. W. D.) no. 1893 36A—203, dated the 21st June, 1900, at ...]

M. 715.

**704.** Subject to the restrictions laid down in M. 703, the Head of an Imperial or of a Provincial department has power to appropriate funds from the *lamp reserve* at his disposal for any original petty work or works under his own administrative control:

M. G. O. X,  
1810 to 1812.

Provided that the sanction of the Local Government is always obtained whenever it is proposed to allot funds from the *reserve* for the execution of any new major or minor work, or for augmenting the grant for any *budgetted* major or minor work.

C. 1834,  
M. 660.

**705.** Subject also to the above restrictions, a Superintending Engineer or other Controlling officer for *repairs* has power to appropriate and re-appropriate to repairs and maintenance the allotments for repairs and maintenance under his own administrative control in any published budget, without restriction as to service heads, main heads or sub-heads, and without reference to higher authority.

M. 312.

**706.** The amount up to which any single repair estimate may be sanctioned is not limited to the budget allotment for that particular work or sub-head; the only limit to be observed in sanctioning ordinary repair estimates is that the aggregate totals of the sanctioned estimates for ordinary repairs under the administrative control of any Controlling officer for *repairs* shall not exceed the aggregate of the budget allotments for repairs under that major head placed at his disposal. But although a repair estimate may be sanctioned for an amount exceeding the budget allotment for the work, expenditure must on no account be incurred against the estimate in excess of the amount specifically appropriated to the work under the above rules, i.e., the budget allotment for the work *plus* or *minus* any subsequently sanctioned re-appropriations.

Q 293 (i)  
and (k).  
C. 1834.

## APPROPRIATIONS, RE-APPROPRIATIONS AND TRANSFERS.

**707.** In regard to original works carried out by Public Works agency it is the duty of the Public Works department at all times promptly to inform the Departmental Head concerned, (a) of any ascertained savings as soon as they are assured, (b) of any probable lapse, and (c) whenever the provision for a work is approaching exhaustion and further funds will be required in the current year to continue it. Information of this nature with any necessary explanations will in the case of Imperial and Provincial works, be furnished by ordinary letter addressed by the Superintending Engineer to the Departmental Head and in the case of Local works by the Sub-Divisional officer to the Chairman of the District Board. The necessary steps for utilizing the savings, re-appropriating the lapse, or providing additional funds will be taken by the Departmental Head.

**708.** Similarly it is the duty of the Sub-Divisional officers promptly to report to Divisional Officers anticipated savings or lapses, or additional requirements, in connection with repairs of all kinds under their control, by ordinary letter containing any necessary explanations. The Divisional Officers will report to the Superintending Engineer, who will take what action he thinks proper under M. 705.

**709.**

additional funds for repairs beyond the aggregate budget allotment for Imperial repairs or for Provincial repairs in his circle, or for Local repairs in a district, he will submit a separate application in Code form no. 41-H for each estimate on behalf of which he requires additional funds, to Government in the case of Imperial or Provincial funds, and to the Chairman of the District Board concerned in the case of Local funds.

**710.** At any time when a Superintending Engineer finds that the aggregate allotment at his disposal for the Imperial repairs or for the Provincial repairs in his circle, or for the Local repairs in a district, is in excess of requirements, he will at once report the amounts available for re-appropriation (mentioning the estimates or budget items against which they are standing at the time), to Government in the case of Imperial or Provincial funds, and to the District Board in the case of Local funds. Expenditure must not be incurred against funds reported available for re-appropriation or transfer.

**711.** In applying for additional funds for repairs (M. 709) or for an original work in progress (M. 707) officers of the Public Works department should not, as a rule, offer suggestions as to the source from which the funds will be obtained, this being a matter for the Departmental Head to decide. References to a Departmental Head in regard to the provision of funds for commencing new works required by

G.  
(P. W. 1  
Cir. 5-P.  
37A-19  
dated 21  
July, 19  
(para 4)

## APPROPRIATIONS, RE-APPROPRIATIONS, AND TRANSFERS.

other departments should not be made by or through the Public Works department, but, when necessary, by and through the channels of the particular department concerned.

**712.** Subject to the restrictions contained in M. 696 and 703, re-appropriations from one work to another will be sanctioned by Local Government in the Public Works department, with the approval of the Financial department in Code form no. 41-H. The form will be drawn up in triplicate in the office of the Head of the department or the Superintending Engineer concerned and the Accountant-General will be furnished with a copy of the same.

As regards appropriations sanctioned by Controlling officers from their "*reserves for petty works*" the sanction in Code form no.

Engineer

General a

manner indicated in M. 102. Such sanctions should be entered in the register of appropriations maintained, vide M. 661, 700.

**713.** In the case of estimates requiring sanction for which Heads should

M 719.

re-appropriations are suggested for the sanction of Government. (The number and date of authority sanctioning the estimate for which funds are required should be entered on the application.)

In cases of *urgent* works required to be put in hand immediately for which estimates are submitted to Government for sanction, and no specific funds are provided in the Budget, or special grant sanctioned and Heads of departments are unable to suggest a re-appropriation of funds from the grants already sanctioned for works of their respective departments they should in the letter forwarding the estimate, state their inability to provide funds, and ask for an allotment. If considered desirable and funds are available, an allotment will be sanctioned and the

and date of the forwarding endorsement, as well as the reason for the necessity of the application.

NOTE.—Works sanctioned later in the year will have to take their chance of special additional grants or of grants from savings or surrenders, in the order of their importance, and grants of this description will be restricted to such works only as are ready to be put in hand.

[P. W. D. Circular no. 4 P. W., dated the 25th July, 1914.]

**714.** As much inconvenience results from re-appropriations effected at or very near the close of the financial year, it is desirable that all important re-appropriations should be effected before the 1st March; and unless the circumstances are very exceptional, applications for re-appropriations reaching Government after that date will not be sanctioned.

[G. O. (P. W. D.) No. C 2215-33 W. A., dated the 21st October, 1901.]

## Reserves.

**715.** On the publication of the sanctioned budgets all reserves therein entered as placed at the disposal of heads of departments and others will be available for appropriation by them to *petty works* under the several departmental and service heads over which the reserves are distributed in the budget, subject to the conditions laid down in M. 704.

**716.** As soon as possible after the publication of the budgets, portions of the Government reserves under Part II "Repairs" will be distributed to Superintending Engineers, for appropriation at their discretion to *unforeseen special repairs* under the departmental and service heads for which they are provided.

**717.** The powers accorded in chapter IX to various authorities to *sanction* estimates are not limited by the amount of funds at their disposal; but as no work may be commenced until funds have been appropriated for its efficient prosecution, and as his provision for *petty works* and *unforeseen special repairs* is limited to the amount of the reserve at the Controlling officer's disposal, it must be clearly understood that no petty works or unforeseen special repairs may be put in hand until they are not only covered by sanctioned estimates or requisitions, but are also, thereafter fully covered by funds formally appropriated from the Controlling officer's reserve, or other legitimate sources.

M. 666.

**718.** Divisional Engineers requiring funds to meet estimates for petty works (original works or repairs) and tools and plant sanctioned by them will apply by letter to the Controlling officer concerned asking him to appropriate funds from his reserve, vide M.715.

**719.** Application by Controlling officers or Commissioners of divisions to Government for *additional* funds (not re-appropriations) either for a work or for the purpose of augmenting a reserve, will be made in the manner prescribed in M.713, but in filling in Code form no. 41-H, the space for the entry of the source from which the funds are to be obtained will be left blank, for completion in the Public Works Secretariat.

M. 711, 720

**720.** In submitting applications to Government for *special* allotments or additional funds the Controlling officer should invariably explain fully the necessity for the immediate execution of the work and state specifically that he is not able by re-appropriation of the funds at his disposal to provide the amount in question.

M. G. O., X  
1312.

## Accommodation for travellers and inspecting officers.

**721.** In this province the classification of all *staging or dak bungalows* is identical with and follows the class of road either Provincial or Local on which they may be situated, while all *sarais* and *dharmaśalas* are classed as "Local" under the main head "Accommodation for travellers." Under C. 1781, the Public Works department is prohibited from being

C. 1781.  
D. B. M.  
page 25.

## ACCOMMODATION FOR TRAVELLERS AND INSPECTING OFFICERS.

concerned with the administration of the establishments or furniture or the collection of fees at these institutions.

C 704

**722.** *Inspection houses* constructed and maintained for the use of the Public Works department and local officials travelling on inspection duty are not classed under "Accommodation for travellers," but under the main head "roads," and are "Provincial" or "Local" according to the roads to which they belong.

**723.** The administration of all Provincial inspection bungalows and their furniture and establishment is vested in the Public Works department. Detailed rules governing their occupation, etc., will be found in M. 510.

## Government property in Direction offices.

A.G.'s. cir.  
W M.7.  
dated 12th  
May, 1914.

**724.** It has been decided that numerical lists in Code form no. 13 (annual return of tools and plant) of all Government property (except stationery and perishable articles) in the Chief Engineer's and Superintending Engineers' offices shall continue to be prepared as hitherto, and carefully filed in the respective offices and produced for audit on the occasion of an inspection of the accounts of the office concerned.

C. 1757.

NOTE.—The monthly return in Code form no. 12 showing the transactions under receipts and issues of tools and plant shall be submitted by the 10th of each month to the Accountant-General for audit.

## Estimates for repairs not to include new works.

C.1933  
M.390, 706.

**725.** In exercise of their powers to sanction repairs, sanctioning authorities must be careful to confine such action to bona fide repairs, to the exclusion of new works and renewals, vide C. 644 to 647.

## Increase and decrease of budget grants.

C.1941.  
M.689.  
C.1499.

**726.** Without the sanction of Government in the Financial department, the Provincial budget grants cannot be increased or decreased by transfers from or to the Civil budget estimates. Consequently all proposals for transfer of funds (which should be made as prescribed in M.719) must be submitted to Government in the Public Works department and referred to the Financial department for sanction to the transfer of the funds; after which any necessary re-appropriations of funds freshly transferred to the *Public Works budget* will be made in the Public Works department, vide, M.671 and 672.

## Annual report on bridges on metalled roads.

Chief Engi-  
neer's no.  
C-1322 B.R.,  
dated 4th  
April, 1933

**727.** A systematic inspection will be made annually, as soon after the rains as possible, by the Divisional or Sub-Divisional officer, of each iron bridge on all Provincial and Local roads. In making these inspections particular attention should be paid to the condition of the channels and river beds above and below the bridge, so as to secure a direct and free

## ANNUAL REPORT ON BRIDGES ON METALLED ROADS.

discharge, as well as to the condition of the foundations, especially where there are signs of scour or settlement. The results of the inspection will be recorded in Manual form no. 32; Sub-Divisional officers' reports will be submitted to Divisional Engineers on the 2nd January and all reports will be transmitted by them to the Superintending Engineer not later than the 1st February, who will then forward a condensed report compiled by him for the information of the Chief Engineer by the 1st March at latest, bringing to notice any defects discovered in major bridges and the steps taken by him to have the defects noticed remedied.

**728.** A separate statement in Manual form no. 32 will be maintained for each district in which will be included the 1st class Provincial and Local roads in the district with the statistics printed under the orders of wires, a sufficient number s. Necessary corrections should be made in the first 13 columns before ordering a reprint. Where unbridged rivers or *na'as* exist blank spaces should be left in the statement.

**729.** Superintending Engineers shall require a report on all bridges, other than iron bridges, in their charge, to be submitted annually. A printed form [Manual form no. 33] for these is not required, but District Engineers should, in manuscript, yearly, state that the bridges on a particular road are in good order, or if it is not the case, the defects should be specified.

**730.** As it is desirable that every bridge should be periodically examined with regard to damage by scour, it is ordered that a chart be maintained in each district on which the soundings of the bed of the stream above and below both abutments and each pier, and also between the abutments and piers, of the bridge shall be plotted. Superintending Engineers will decide for which bridges these charts are to be maintained, but it is considered necessary that every bridge with a lineal waterway of 20 feet and over, the bed of which remains under water throughout the year, should be thus inspected.

The soundings will be taken during the month of December 19.

Add a new paragraph in the P. W D Manual of Orders after paragraph 730 at page 231.

## Annual Report on Important River Training and Flood Protection Works.

**"730A.** Superintending Engineers shall report annually to the Chief Engineer on all important river training and flood-protection works. These reports should be submitted as soon after the end of September, as possible. Special mention should be made of any damage sustained during the monsoon and of the action proposed to remedy the defects and safeguard the works against future damage "

B. R. file  
138Com,  
serial no. 148

B. R. file  
no 135M.,  
serial nos.  
94-96.

File  
15B/2  
Notes  
11

## ADMINISTRATION REPORTS.

and retards the preparation of the administration report, not merely of the Public Works department, but of every branch of the administration. It is, therefore, essential that the reports should be punctually submitted.

The report of the Sanitary Engineer shall be accompanied by a statement showing details of capital cost, income, and expenditure for water works in the province.

**732.** The Annual Reports from Superintending Engineers, Sanitary Engineer, Consulting Architect and Electric Inspector, should be prepared in accordance with the Government of India Circular no. III-P. W., dated 14th March, 1901, [printed as Appendix 53], and the general instructions furnished in Code, volume II, chapter XVIII, and should consist of—

- I.—Brief remarks on the results of any new administrative measures affecting the department introduced during the year
- II.—A description of the nature and purpose of any large works which have been prosecuted during the year, with a note of any important events which have occurred concerning them, and of any important engineering questions that have arisen
- III.—A brief narrative account of all major works of sufficient magnitude to

IV.—(Po

works.

- V.—(a) A statement of roads (in the form prescribed in the above quoted circular) not within municipal boundaries, giving lengths of metalled and unmetalled roads maintained by the Public Works department and by Local authorities.

M. 739, 740.

**NOTE.**—The information required in columns 5 and 6 of the form should be obtained from District Boards.

class

Each officer will report only on those items with which he himself or his staff is concerned.

**733.** The annual administration report containing the above information should be compiled for the entire circle with the assistance of the annual reports received from Divisional Engineers [vide M. 740]; the Divisional Engineer's reports themselves should not be forwarded to the Chief Engineer.

**734.** As new administrative changes seldom occur, there will generally be nothing to mention under (I). In regard to (II) the account given in the administration report for 1911-12, may be referred to as a guide to what is wanted.

**735.** As regards (III) a statement in the following form shall be submitted annually by the 30th June, by the Sanitary Engineer and by Superintending Engineers showing all works

ADMINISTRATIVE REPORTS.

under the different fund heads, and contribution works, each costing Rs. 10,000 and over :—

District	Name of work	Amount of estimate.	Outlay during the year	Narrative illustrating the general scope and magnitude of the operations; also note any important events which may have occurred concerning them, or engineering questions which may have arisen. [O 1953.]
		Rs.	Rs.	

**736.** The Inspector-General of Prisons shall furnish each year by the 30th June to the Chief Engineer in the following form the progress of expenditure on Jail works in the province, each costing over Rs. 2,500 :—

B R. 6  
no. 79M

Serial number.	Project and work	Item of budget.	Amount of sanctioned estimate	Expenditure up to end of previous year	Allowment for the year under report.	Expenditure of the year under report.	Agency by which the work has been executed.	Remarks. [State if the work is in progress or has been completed]
			Rs.	Rs.	Rs.	Rs.		

**737.** The Accountant-General shall furnish each year by the 1st August to the Chief Engineer in the following form, a statement of the total expenditure on Public Works during the financial year showing the figures by service heads under all fund heads :—

C. 195G.  
M 745.  
B R 61a.  
79M, note  
page 10

Fund heads and service heads.	ORIGINAL WORKS		REPAIRS.		TOTAL.	
	Revised estimate.	Outlay	Revised estimate.	Outlay.	Revised estimate.	Outlay.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.



ADMINISTRATION REPORTS.

**738.** The report (IV) on the Ganges Navigation works as shown on margin should be concise, and need not enter into details of the work done, when it is of the usual routine nature; but anything unusual or interesting should be noticed, and the degree of success attending the operations should be recorded. The report should cover the twelve months ending on the 15th June, and should mention the total expenditure incurred during that period. It is due in the Chief Engineer's office by the 1st August.

*Third circle.*  
Allahabad and Mirzapur districts.

*Fourth circle.*  
Benares, Ghazipur and Ballia districts.

M. 732

**739.** The information furnished in V (a) is required to be submitted annually with the administration report in accordance with the Government of India Circular No. III P. W., dated the 14th March, 1903 [printed as Appendix 53] and that under V (b) to enable the printed list of roads, maintained in the Chief Engineer's office to be kept corrected up to date. In compiling it, in order that the statement may be of practical use, careful attention must be paid to the following instructions:—

M 446, XV.

- (a) The information should be furnished by sub-divisional to divisional offices with the progress report for the quarter ending 31st March, vide M.402 A statement for the whole division should be compiled from the sub-divisional statements and submitted to the Superintending Engineer, and the statement for the whole circle should be compiled from the divisional statements. The district and divisional statements should not be submitted to the Chief Engineer. Manual form no. 28 should be used throughout.
- (b) The total lengths of the roads shown as maintained during the year should agree with the lengths maintained in the previous year, plus or minus the increases or decreases in length completed during the year as detailed in the schedule of extensions and alterations.
- (c) In the schedule of extensions and alterations should be entered all new roads completed, and all roads or parts of roads of which a change in classification has been completely carried out, during the year under review, but no others. The items should be numbered in one continuous series from beginning to end of the schedule.
- (d) Metalled roads should be entered together, district by district, in alphabetical order first, and the net increase or decrease in length in the circle totalled up, then unmetalled graded roads, and lastly serviceable ungraded roads.
- (e) In the case of a change of classification in a road or section of a road,

entered conspicuously in that column.

## ADMINISTRATION REPORTS.

**740.** The Divisional Engineer's annual report (accompanied by the statement prescribed in M. 739) is due on the 15th May. It may be compiled in whatever form the Superintendent. In the absence of use his judgment as to the to the above directions.

**741.** Ganges Navigation works (due on the 10th June) about which each Sub-Divisional officer concerned should submit a concise report early in June. Sub-Divisional officers are not required to submit annual progress reports. Their progress reports for the last quarter of the year should afford all necessary information on the works in their charge.

**742.** The Superintending Engineers' reports should be submitted in manuscript. They will be combined in the Public Works Secretariat, and a consolidated report printed and issued under the orders of the Chief Engineer.

**743.** The annual progress report of jail works, which is received from the Inspector-General of Jails, is printed as appendix B of the administration report. Only important works will be briefly described in the body of the administration report.

**744.** The expenditure on works of public utility constructed by private individuals and the nature of such works will be briefly noticed by the Chief Engineer in the administration report.

**745.** The reports should not be kept waiting for the Accountant-General's Finance Accounts. The statement of financial details furnished by the Accountant-General is printed as an appendix to the administration report.

## Works constructed by private individuals.

**746.** A report on the works of public utility either constructed by private individuals at their own expense or carried out by the Public Works department from contributions received during the previous financial year, will be submitted annually on the 15th May for each district by the District Magistrate to the Commissioner and by him on the 31st May to Government in the Public Works department. The report will be prepared in the office of the District Magistrate in the following form:—

District	Name of benefactor	Description of work (Here enter locality.)	Amount
			Rs.

## WORKS CONSTRUCTED BY PRIVATE INDIVIDUALS.

B. R. file  
85M., notes  
page 12.

**747.** The following instructions should be observed in the preparation of the reports:—

- (i) Works costing less than Rs. 1,000 are not to be entered.
- (ii) Buildings of a religious character, such as masjids, temples, etc., and other buildings or works which do not serve an essentially *public purpose* must be excluded.
- (iii) In the case of wells it must be certified in *every instance*, whether they are really for the benefit of the public, and only two classifications are to be observed, viz, "Katcha" and "Pakha."
- (iv) No unfinished works are to be brought forward.

**748.** From these district reports a statement will be prepared annually in the Public Works department Secretariat and published in Part VIII of the Local Government Gazette, under a resolution acknowledging the public spirit displayed in constructing such works at considerable expenditure for the benefit of the public; copies of printed resolutions are sent to Commissioners of divisions for distribution to District Officers and donors concerned. This annual procedure, however, will not prevent the issue, at any other time of the year, of special letters conveying the thanks of Government in regard to works which may be specially brought to the notice of Government by District Officers through the Commissioners of divisions concerned.

## Annual report on Naini Tal.

B. R. file  
M. 2131W A.

**749.** Instructions regarding the maintenance by the Sub-Divisional officer of a book of notes on the condition of the hill slopes round the Naini Tal lake, and the submission of an annual report, are contained in G.O. no. C. 1835B. R., dated the 15th July, 1890 [printed as Appendix 54]. The report should be submitted by the Sub-Divisional officer through the Divisional and the Superintending Engineers not later than the 1st February.

B. R. file  
no. 409W.

## Annual report on the Kaisar Bagh at Lucknow.

G. O. (P. W.  
D.) no. C-  
2757W.A./  
613, dated  
16th July,  
1892

**750.** A report on the condition of the buildings in the Kaisar Bagh at Lucknow will be submitted annually by the Sub-Divisional officer in charge through the Divisional Engineer, Superintending Engineer and the Commissioner, to reach the Government in the Public Works department by the 1st March. The report should leave the sub-divisional office not later than the 15th January.

Administration department, G.  
21st March, 1901, are repro-  
Works department officers:—

2.—(1) When the annual report on the condition of the buildings in the Kaisar Bagh is prepared, the District Engineer should note under each set of quarters the total roughly estimated cost of repairs.

## ANNUAL REPORT ON THE KAISAR BAGH AT LUCKNOW.

week, or

(b) that the repairs in question be carried out by the taluqdar himself within a time to be fixed by the Commissioner.

(3) If the money is deposited the repairs will be carried out by the department of Public Works without charge for establishment, etc.

(9) No new buildings shall be erected or any additions or alterations made to existing buildings without the previous permission of the Commissioner, Lucknow division, who will address the Superintending Engineer in the matter

## Annual report on the Residency buildings at Lucknow.

**751.** A similar report on the condition of the Residency buildings at Lucknow should be submitted by the Superintending Engineer to Government direct on 1st December.

B. R. file  
no 594W.



# REFERENCE TABLE.

This table shows where the rules of the second edition are to be found in the third edition of the Buildings and Roads Manual of Orders—Public Works department.

Abbreviations used in this table { N.=New paragraph. O.=Omitted.  
n.=Note or notes. App=Appendix.

REFERENCE TO—		REFERENCE TO—		REFERENCE TO—		REFERENCE TO—	
2nd Edition.	3rd Edition.	2nd Edition.	3rd Edition.	2nd Edition.	3rd Edition	2nd Edition	3rd Edition
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3	3	33	24	60	44	90	87
4	4	34	25	61	0	91	88
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7	7	36	27	App II	0.	94	89
8	8	37	27(15)			95	70
9	0.	38	0	61A	58 (n)	95A	0.
10	9	39	28	62	45	96	88 (n)
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N.	App 1	41	0	N.	47	98	72
12	0	42	29	64	48	99	73
13	0	43	28	65	48 (n)	100	0.
14	0	44	30	66	49	101	0.
15	11	45	29(n)	67	0.	102	0
16	0	46	31	68	0		
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19	12 (iii)			74	53	N	App 6.
20	12 (iv)	48A	33 (n)	75	54	105	0
21	13	49	34, 35	75A	55	106	75
22	14	50	0	76	0	107	76
23	15	51	36	77	56	108	76
24	16	52	0	78	0	N.	App. 7
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26	18	54B	0	81	58	Chapter II	
27	19	55	39	82	59	110	78
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## Reference table—(continued).

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2nd Edition	3rd Edition	2nd Edition	3rd Edition.	2nd Edition	3rd Edition	2nd Edition.	3rd Edition.
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114A		138	94	172	O	208	138
114B	82	139	94	173	O	209	O.
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114D	App 8	141	96	175	117	211	O
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N	83	144	99	176		214	O
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119	85	157	O.	N.	122	227	O
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125				195	133	238	151(n)
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127		App. IV.	App 12	197	O.	240	O
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129	O			199	O	242	
130	O	169	110	200	O.	243	152
131	89	169A	111	201	O.	244	
132	90	169B	112	202	134	245	153
133	91	170	113	203	135	246	
134	O.	171	114	204	136		154

## Reference table—(continued).

Abbreviations used in this table... { N = New paragraph. O = Omitted.  
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248	156	282	178	310	208	340A	229
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258	O	292	O	317	213	351	236
259	163	293	187	318	213	352	237
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\* Paragraph 882A of chapter XI.



## Reference table—(continued).

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389	263A	418	283	449	O.	490	O.
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393	266	419A	284	454	301	494	323
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# Reference table—(continued).

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n.=Note or notes. App.=Appendix.

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535	347	565	382	599	O.	637	427
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\* Paragraphs 973 974, 975 of Chapter XII.

## Reference table—(continued).

Abbreviations used in this table — { N.=New paragraph. O.=Omitted.  
n.=Note or notes. App.=Appendix

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656	O	700	469	736	489	N	509
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662	O	705	473	742		772	512
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to the MANUAL of ORDERS in the BUILDINGS and ROADS  
BRANCH of the PUBLIC WORKS DEPARTMENT,  
United Provinces of Agra and Oudh.

(3rd Edition.)

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